

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED OCTOBER 2007
SALARY SCHEDULE: #85
RANGE: 17.00
FISCAL/CLERICAL SERVICES SERIES
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2,6,8**

BUDGET/PURCHASING ACCOUNTANT

DEFINITION

Under general supervision, assists Director of Budget/Purchasing Services by performing technical and analytical functions related to the County Office.

Oversee and perform specialized accounting functions and activities, auditing and monitoring tasks as required.

EXAMPLES OF DUTIES

Supervise and evaluate the performance of accounting personnel in performance of duties;

prepare and present financial information and assist with financial issues;

oversee Purchasing functions and procedures of the County Office;

prepare various financial reports and file with appropriate oversight agencies;

design and maintain spreadsheet applications to analyze data and prepare reports for County Office personnel as needed;

prepare budget analyses;

run mainframe accounting reports and download information into appropriate software applications as needed;

assist County Office personnel with requests for accounting information and analysis;

provide training to staff on accounting procedures;

provide oversight in contract management;

monitor internal control compliance;

recommend changes as required;

assist independent auditors with annual audit and year-end worksheets; prepare reports and gather data as requested;

maintain written accounting procedures for accounting staff; revise and update as necessary.

QUALIFICATIONS

Knowledge of:

Accounting principles, methods, practices and procedures for school districts and county offices of education;

purchasing guidelines as they are related to educational agencies;

budget design, implementation and monitoring;
contract management;
applicable governmental laws and regulations;
software applications in both personal and mainframe system environments;
advanced accounting principles and concepts.

Ability to:

Demonstrates an ability to design, implement and monitor internal controls;
work independently and accurately;
maintain cooperative and positive inter-department and public relations;
prepare entity-wide financial reports;
analyze problems quickly and make pertinent and incisive decisions to solve them;
implement technological solutions to accounting issues through interaction with appropriate personnel;
analyze complex financial and statistical information.

Experience:

Minimum of five years accounting including two years in a lead or supervisory capacity;
preferred experience in a designated area.

Education:

Bachelor's degree in accounting or closely related field.

Condition of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position is overtime exempt and has a probationary period of one year.

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