

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED DECEMBER 2005  
RANGE: CM 13.0  
FISCAL/CLERICAL SERVICES SERIES  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 2,6,8**

### **SENIOR ACCOUNTANT I**

#### **DEFINITION**

Under general direction, to plan, organize, and participate in responsible and technical fiscal record management, audit and reporting functions and activities;

to perform specialized accounting, auditing, monitoring of school district and county office accounting and financial reporting systems;

to do other related work as directed.

#### **EXAMPLES OF DUTIES**

Supervise and evaluate the performance of assigned accounting personnel;

plans, schedules, audits, coordinates and participates in the preparation and development of accounting records, reports and summaries;

audits, monitors and evaluates the financial records of the County Office internal operation and the fiscal operation of County school districts;

plans, organizes, coordinates and participates in the input of accounting, fiscal and statistical data;

requests, receives, reviews and reconciles computer output reports in the auditing and monitoring of county office and school district fiscal reports;

pursues fiscal analyses to determine trends in projected expenditures and revenues to assist in the budget development process;

verifies state apportionment calculations and prepares monthly revenue allocation reports;

plans, organizes and implements cost accounting systems to ensure adherence to budgetary and expenditure control guidelines, policies and regulations;

reviews and verifies employment transmittals, contracts and appointments to ensure position control adherence and the availability of funds;

consults with County Office and school district personnel regarding the financial status of special funds and accounts;

works with auditors in the conduct of annual and special audits;

performs a variety of review functions pertaining to the purchase of commodities, goods, materials and equipment;

plans, organizes and conducts orientation and in-service programs regarding budget development, expenditure control, disbursement procedures and other related fiscal matters;

demonstrates an ability to supervise and direct accounting personnel;

assists in the preparation of a variety of reports mandated by state and federal agencies.

## **QUALIFICATIONS**

### Knowledge of:

Principles, methods, practices and procedures concerning financial record management and reporting systems;

legal mandates, policies, regulations and guidelines pertaining to accounting, budget development, expenditure control and fiscal record management and reporting processes;

computer-assisted accounting systems, system analysis techniques, computer accounting and financial forecasting programs and data processing related equipment;

advanced accounting concepts; cost and general accounting, fiscal planning, audit procedures, management systems and organizational analysis functions;

accounting, budget planning and fiscal record management, storage and retrieval systems.

### Ability to:

Demonstrates an ability to independently perform highly responsible and technical accounting, audit and fiscal record management and reporting functions;

organize, monitor, audit, train and evaluate the work of accounting personnel;

prepare fiscal, statistical and narrative reports in a clear and concise manner;

effectively and efficiently review, monitor, audit and verify financial statements, summaries and related reports;

analyzes complex financial and statistical information;

understand and carry out oral and written directions with minimal direction.

### Experience:

Four years of responsible experience in accounting.

### Education:

Bachelor's degree including 24 units in accounting and accounting related courses.

### 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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