

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED DECEMBER 2005  
FISCAL/CLERICAL SERVICES SERIES  
RANGE: CM 15.5  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 2,6,8**

## **SENIOR ACCOUNTANT II**

### **DEFINITION**

Oversee and perform various accounting functions and activities.

### **EXAMPLES OF DUTIES**

Supervise and evaluate the performance of assigned accounting personnel;

prepare and present financial information for foundation boards, and assist with financial issues;

oversee accounting for fixed asset inventory and prepare reconciliations as needed;

prepare various financial reports and file with appropriate oversight agencies;

maintain accounting records for Certificates of Participation;

maintain schedule of operating and capital lease payments and reconcile to general ledger;

design and maintain spreadsheet applications to analyze data and prepare reports for school district and county office personnel as needed;

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

assist user school district and county office personnel with requests for accounting information and analysis;

provide training to staff on accounting procedures;

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;

budget design, implementation and monitoring;

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 for school districts and county offices;

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 six years accounting including one year in a lead or supervisory capacity;

preferred experience in a designated area.

Education:

Bachelor's degree including 30 units in accounting and accounting related courses.

advanced degree or licensing desirable.

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.**

ST:rw

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