

Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Fiscal Services Manager
Classification:	Classified; CSEA bargaining Unit
Date Approved:	10/10/84
Dates Revised:	6/97, 9/03, 4/9/14, 8/17/16
Position Control:	#142203, Salary Schedule 2, Range 30, 12 Month Work Year

POSITION DESCRIPTION:

Under limited supervision of designated supervisor, performs professional accounting, budget analysis and reviews, and provides comprehensive fiscal knowledge, accounting/fiscal support, and technical assistance for departments, sites, and/or programs of MetroED; monitors fiscal solvency and ensures funding compliance; develops, prepares, audits, revises and/or maintains a variety of accounting, budget, and financial reports, statements, transactions, and records in accordance with applicable laws, codes, statutes, rules regulations and ordinances, performs related accounting work as required.

The incumbent is responsible for accurate and timely accounting, budget and fiscal production work under stringent timelines. This incumbent is required to possess excellent communication, time management, organization, and problem solving skills as well as specialized training and subject matter expertise in the area of program budgeting, governmental accounting, and fiscal solvency.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

The following duties are examples of assignments performed by the incumbent. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

- Monitors, analyzes, and reviews financial summary and detailed reports, internal/external reports, mandated reports, program budgets, documents, studies, or records for accuracy, proper account and charges, coding, and compliance, implementing corrections and fund transfers, resolving discrepancies as necessary, and processing documents for input into automated systems
- Develops, prepares, audits, reviews, and corrects a wide variety of routine and specialized Federal, State, district budgets, attendance reports, and district financial reports on a regular, monthly, interim, quarterly, and annual basis
- Analyzes, reconciles, and evaluates the accuracy of general ledger, accounting details, revenues, expenditures, accounting/budget/financial reports, and district cash balances, ensuring proper amounts, receipt, and classification, processing documents for input, and posting year end accruals as necessary
- Monitors and ensures compliance with MetroED fiscal policies, guidelines, internal fiscal controls, and applicable Federal and State regulations, codes, rules, ordinances, and statutes
- Maintains and reconciles district revolving funds, foundation books, and other accounts as assigned
- Maintains fixed assets and depreciation schedules
- Reviews and backs up payroll and benefit payment functions
- Prepares and files state mandated cost claim and Patient-Centered Outcomes Research Fee with the IRS
- Performs other related duties as required

EMPLOYMENT STANDARDS:

Knowledge of:

- Budget development, monitoring, and analysis and controls for educational programs and services including grant development and administration
- Microcomputer operations, software, and hardware used in the performance of accounting, budget analysis, fiscal analysis, and fiscal reporting responsibilities
- Proper English usage including grammar, punctuation, spelling and sentence structure
- California School Accounting Manual

Ability to:

- Apply advanced accounting techniques in financial analysis
- Prepare clear and concise financial reports
- Originate and develop accounting procedures
- Perform a variety of complex accounting, budget development, analysis, monitoring, and expenditure work
- Gather, organize, analyze, and present varied finance data, including the performance of statistical analysis
- Plan, organize, and prioritize work assignments to meet requirements and facilitate workflow
- Analyze, interpret, and apply pertinent codes, laws, rules and regulations to professional accounting work, attendance accounting, budget analysis work, fiscal solvency, and financial transactions
- Identify problem areas or situations, evaluate problem causes, and take appropriate action to resolve identified problems
- Make arithmetical calculations quickly and accurately and identify and correct errors in arithmetical calculations made by others
- Establish and maintain a cooperative working relationship with those contacted in the course of assigned responsibilities

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience/Education:

- Bachelor's degree with a major in accounting or allied field; or
- Equivalent experience may be substituted on a year-for-year basis.
- One (1) year of professional accounting experience, preferably with a school district or governmental agency or equivalent.

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees who are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 10 pounds and move and transport materials weighing up to 20 pounds

Date: _____

Signed: _____
Employee Signature