

Metropolitan Education District
Senior Accountant



Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Fiscal Services Manager
Classification:	Classified; CSEA bargaining Unit
Date Approved:	3/14/1984
Dates Revised:	6/11/1997, 10/9/2002, 12/15/2014, 8/19/2015, 8/17/2016
Position Control:	#142245, Salary Schedule 2, Range 33, 12 Month Work Year

POSITION DESCRIPTION:

Under limited supervision of the Fiscal Services Manager, organizes and implements school District accounting procedures in a computerized system; assists in supervising the work of other clerical accounting staff as assigned and performs related accounting work as required.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- **General Senior Level Accounting:**
 - Assists in organizing the work of the accounting office and assists in accounting and financial record keeping work of staff
 - Reviews accounting procedures and recommends and instructs personnel in new procedures
 - Assists in the hiring of employees following participation in the interviewing process for accounting office staff
- **General Accounting Activities:**
 - Resolves Standardized Account Code (SACS) compliance issues; assists with GASB 34 compliance issues
 - Independently records income and expenses in District funds, assigns account numbers, prepares financial statements and reports
 - Balances and reconciles complex general ledger accounting records of the District, sets up general ledger systems as required, responsible for the maintenance of budget and inventory control records
 - Maintenance of all payrolls and bill warrant payments; advises administrators on budget and fiscal matters
 - Monitors District wide cash flow of the District; performs other general accounting activities as assigned.
- **General Auditing Activities:**
 - Assists audits of District funds and accounts as requested by the Governing Board and/or management staff and assists in the review of internal controls
 - Review of federal and state categorical programs to assure compliance with applicable regulations
 - Performs other general auditing activities as assigned
- **Technical Analysis:**
 - Performs program cost accounting and other accounting analysis
 - Carries out special financial, statistical or other analytical studies to assist administrators in the formulation of new policies
 - Performs other technical analysis as assigned.

AREAS OF RESPONSIBILITIES/DUTIES (continued):
Essential Functions:

Inter/Intra Departmental Activities:

- Assists in coordinating designated work with accounting office, data processing, human resources, payroll, and other departments in the analysis and operation of accounting, budgeting, purchasing, payroll and benefits calculation procedures
- Assists in maintaining contact with other departments, represents the district to outside organizations for the purpose of furnishing and obtaining information and explaining and interpreting procedures and regulations related to school district accounting and fiscal matters
- Assists in performing other inter-intra departmental activities as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Governmental budget, accounting, and fiscal principles and practices
- Accounting and auditing procedures
- Financial analysis and research procedures
- California School Accounting Manual

Ability to:

- Plan, organize and assists the accounting program of a school District
- Prepare clear and concise financial reports
- Learn and interpret school District budget, accounting and fiscal procedures, policies and regulations
- Assists clerical personnel in bookkeeping and financial record keeping operations, instruction and training
- Prepare and present oral and written reports
- Establish and maintain cooperative working relationships with co-workers, school administrators, and the general public
- Use a computerized on-line terminal driven accounting system

MINIMUM QUALIFICATIONS:

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

Experience:

- Three (3) years of professional accounting experience, preferably with a governmental agency or school District
- Experience with computerized accounting system

Education and Credentials:

- Bachelor's Degree with a major in accounting, business administration or applied field
- Additional qualifying experience may be substituted for education on a year-by-year basis
- Courses in data processing or computerized accounting procedures.

License:

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

MINIMUM QUALIFICATIONS (continued):

Expectations:

The District places a high value on employees that 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