

MT DIABLO UNIFIED SCHOOL DISTRICT

Chief Accountant

PRIMARY FUNCTION SUMMARY DEFINITION: Develops income and expense projections; monitors and supervises fiscal accounts and records.

Directly Responsible To

Director of ~~Budget and Accounting~~ Fiscal Services

SUPERVISION

~~Accountant~~

Accounting Technician

Fiscal Analysts

~~Senior Account Clerk~~

Supervises the work of other assigned classified staff.

MAJOR RESPONSIBILITIES EXAMPLES OF DUTIES (to include, but not limited to):

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

1. Develops and monitors income and expenditures projections using complex software programs. **E**
2. Is responsible for special fund accounting procedures including controls on income and expenditure budgets. **E**
3. Monitors expenditures to ensure fiscal accountability of the district. **E**
4. Prepares and develops collective bargaining agreements' cost analysis and projections. **E**
5. Prepares cash flow projections and reviews them with rating agencies. **E**
6. Prepares income and expenditure budget projections and financial analyses. **E**
7. Assists in compiling the district's annual financial statistical report. **E**
8. Prepares monthly, quarterly and annual financial reports for the district, county and state. **E**
9. Presents and reviews financial information to the Board of Education and the bargaining units of the district.
10. Reconciles accounting transactions with county records.

~~11. Supervises Accounts Receivable~~

~~12.11.~~ Responsible for ascertaining and collecting of all monies due the District.

~~13.12.~~ Ensures the preparation of Board Reports on budget transfers.

~~14.13.~~ Prepares year-end closing of financial records and district and state reports.

~~15.14.~~ Meets accounting deadlines and ensures that transactions are legal and are

accurate and timely.

~~16-15.~~ Provides information and detailed schedules to the external auditors.

~~17-16.~~ Plans, organizes and supervises the work of accounting/clerical personnel.

~~18-17.~~ Provides assistance to administrators and clerical staff throughout the district regarding fiscal policies, regulations and procedures, and budgetary/accounting information. **E**

~~19-18.~~ Attends meetings of the Board of Education and as assigned.

~~20-19.~~ Attends job related meetings and activities specified by the Director of Fiscal Services.

~~21-20.~~ **Prepares and develops collective bargaining agreements' cost analysis and projections. E**

~~22-21.~~ Performs additional duties assigned by the Director of Fiscal Services as an adjunct to regular stated duties.

~~23-22.~~ **Perform duties to support the work of the Human Resources Systems Manager for staffing, position control and attendance. E**

~~24-23.~~ Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: Bachelor's degree in business/public administration, accounting or a closely related field; or any combination of professional training or experience.
- Experience in directing/supervising the work of others.

KNOWLEDGE OF:

- Knowledge of accounting principles, practices and methods, and their application to the preparation of fiscal statements.
- Knowledge of governmental accounting methods.
- Knowledge of budgetary practices.
- Knowledge of automated accounting systems and personal computers, and skill in using them.
- Knowledge of office practices and procedures; good knowledge of the principles of administration; good knowledge of the principles and practices of supervision and training.
- Knowledge of principles of organization and management.
- Knowledge of state and federal laws pertaining to school accounting.

SKILL IN:

- Skill in performing accounting duties.
- Skill in applying accounting principles to the maintenance of control records and the preparation of financial statements.
- Skill in devising, installing and revising major accounting systems.
- Skill in directing the flow of a large volume of detail work and in planning, laying out and reviewing the work of directly supervised employees.

- Skill in preparing accurate and complete financial reports from accounting records.
- Skill in logical thinking and the ability to explain difficult material simply.
- Ability to design and implement procedures.
- Skill in expressing oneself clearly and concisely, both orally and in writing.
- Skill in supervising and directing the work of others.
- Skill in training and advising others in the use of accounting systems

ABILITY TO:

- Ability to exercise good judgment and tact.
- Ability to work effectively with all segments of the educational community and general public.
- Ability to assemble and analyze data, and make appropriate recommendations for action.

ENVIRONMENT:

School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent timelines; maintains high regard for exemplary customer service.

PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

LICENSES AND CERTIFICATES:

- A valid California driver's license is required

OTHER QUALIFICATIONS:

- Must pass the District's pre-employment fingerprinting and TB testing

BOARD APPROVED: April 24th, 2007

DMA, Salary Range 8.

