

## VISTA UNIFIED SCHOOL DISTRICT

### ACCOUNTANT

#### **Purpose Statement**

The purpose of an Accountant is to provide support to department activities with specific responsibility for the processing, recording, updating, and reconciling fiscal information in compliance with established practices; provide accounting support to district and site staff; analyze expenditures against budget.

This job reports to an assigned administrator.

#### **Essential Functions**

- Assists auditors for the purpose of providing supporting documentation and/or information and addressing audit findings.
- Attends and participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with internal and external personnel for the purpose of conveying and/or gathering information required to perform job functions, implementing and maintaining services, providing technical assistance and support, and providing information and/or direction regarding accounting procedures and practices.
- Communicates with administrators, staff, and vendors for the purpose of implementing and maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Compiles a wide variety of financial information (e.g., revolving cash funds, attendance reports, verifications, etc.) for the purpose of providing required documentation, processing information, and reconciling accounts.
- Informs supervisor and staff regarding procedures and/or status of accounts for the purpose of providing information for making decisions, taking appropriate action, and ensuring efficient operations.
- Maintains a variety of manual and electronic documents, files, records, and reports (e.g., financial records, financial statements, procedures, documentation, budgets, accounts, contracts, special reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and/or fiscal practices are followed.
- Performs general clerical functions (e.g., answers telephones, schedules meetings and appointments, files, copies, faxes, scans, etc.) for the purpose of supporting departmental activities in a timely and efficient manner.
- Performs responsible accounting functions (i.e., analyzes, processes, records, updates, and reconciles assigned budgets, financial records, accounts, claims, bank reconciliations, etc.) for the purpose of ensuring revenues and expenses are within budget limits, providing financial information and guidance, identifying potential budget variances, and compiling statistical information according to established accounting practices, regulatory requirements, and generally accepted principles of accounting.
- Processes a wide variety of financial information for the purpose of updating and distributing information and complying with established accounting practices.

- Provides support to district and site staff regarding procedures and program requirements for the purpose of ensuring efficient processing in compliance with district policies and established accounting guidelines.
- Researches discrepancies of financial information and/or documentation (e.g., daily cash receipts, attendance reporting, payroll deductions and verifications, purchase orders, invoices, benefits, etc.) for the purpose of ensuring account accuracy and adhering to established procedures.
- Responds to a variety of inquiries regarding various procedures and requirements for the purpose of providing information, recommending or implementing a plan of action, and/or resolving issues.
- Trains and provides work direction to others as assigned for the purpose of ensuring that projects are completed within established administrative guidelines and timelines.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge, and Abilities**

SKILLS are required to perform technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- applying job-related codes, regulations, and laws;
- operating standard office equipment including utilizing pertinent software applications and office technology;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret technical information, read and follow instructions; write documents following prescribed formats; present information to others; analyze situations to define issues and draw conclusions; and understand complex multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- methods, practices, and terminology used in bookkeeping and financial record keeping;
- modern office practices and procedures;
- office equipment and technology;
- principles of accounting and bookkeeping;
- recordkeeping and record retention practices;
- school district accounting and fiscal operations.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;

- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- multitasking;
- preparing accurate records;
- providing customer service;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Bachelor's degree in job-related area.

**Equivalency:** Bachelor's degree in accounting, finance, or a related field and two years of increasingly responsible accounting experience.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

Fingerprint and Background Clearance  
Drug Test

Tuberculosis Clearance

**FLSA Status**

Non-Exempt

**Approval Date**

Revised: 11/12/2019

**Salary Grade**

Classified, Range 63