SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Financial Accountant
REPORTS TO: Assigned Supervisor

DEPARTMENT: Financial Accounting
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 056 OTBS

REVISED: May 28, 2019

BASIC FUNCTION:
Perform complex professional accounting duties related to the various funds of the District; perform duties which involve analysis and application of accounting principles and practices, revenue budget projections, financial statement analysis, and preparing financial reports for special resources or district funds; lead the work of accounting staff.

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

E = Essential Functions

Prepare financial studies and evaluations of specially funded educational programs. E

Maintain current cost accounting and statistical data; analyzes cash balances and fund requirements. E

Conduct audits to ensure expenditures comply with contract requirements; identify and resolve discrepancies. E

Advise and assist management staff in the financial administration of projects or accounts. E

Provide assistance with ASB activities and support the charter schools in an oversight capacity. E

Examine contracts to determine district’s financial position; evaluate existing and proposed legislation which may affect project funding. E

Prepare and submit fiscal reports, schedules, statements, forecasts, and claims, as required. E

Maintain general and/or subsidiary ledgers and accounts; reconcile accounts with electronic data information and the general ledger. E

Maintain liaison with other agencies; prepare revenue estimates and analyses of district revenue receipts. E

Act as district liaison during financial audits of special projects and general ledgers; develop or modify financial programs for maintenance of accounting records on computers. E
MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to: graduation from a recognized four year college or university with a major in accounting or business administration with a concentration in accounting and three years of recent, progressively responsible professional accounting experience of acceptable level and quality. Supplemental course work in the use of computers and related software is desirable.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Technical aspects of field of specialty.
Principles, purposes, functions, policies, and practices of business and public administration, and organization and management.
Oral and written English communication skills.
Principles and procedures of advanced accounting systems.
District business procedures, processes, and policies pertinent to assigned area.
Computer models used in advanced accounting.
Research methods and techniques.
Methods of statistical analysis and presentation; techniques of data collection and analysis.
Principles of training methods.

ABILITY TO:
Use advanced accounting principles and procedures.
Develop financial statements, forecasts, analyses and written reports.
Perform complex administrative staff work related to the business and operational activities of an administrative office.
Operate with a high degree of independence with limited direction.
Analyze situations accurately and adopt an effective course of action.
Operate standard office equipment including computers and related software applications.
Learn specialized software applications.
Communicate effectively orally and in writing.
Train and lead the work of others.
Prepare clear concise written communications.
Establish and maintain effective working relationships with all levels of staff and the public.
Plan and organize work to meet deadlines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Office setting.
PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

DISTINGUISHING CHARACTERISTICS:

A Financial Accountant performs complex professional accounting and financial analysis duties. An incumbent in this position prepares revenue budget projections, financial statement analysis, and financial reports for special resources or district funds. Work is performed with greater independence of judgment and action.

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