

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Accountant I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various Central Offices	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	046 OTBS
REVISED:	July 29, 2004		

BASIC FUNCTION:

Independently perform a wide variety of professional and technical accounting duties as assigned; train and direct the work of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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

Develop expenditure forecasts; prepare accounting schedules, statements, and reports. **E**

Maintain accounting records, ledgers, and journals. **E**

Compile, organize, and maintain current cost accounting and statistical data. **E**

Analyze cash balances and fund requirements. **E**

Reconcile complex budget records control accounts. **E**

Confer with district managers and staff regarding accounting matters. **E**

Train and direct the work of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college with a major in accounting or business administration and two years of accounting experience; payroll and retirement auditing experience 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:

Current accounting principles and procedures.
Reading and writing English communication skills.

ABILITY TO:

Apply accounting principles and procedures.
Develop statistical and fiscal data.
Work effectively with computer software and hardware, including accounting, spreadsheet, and word processing applications.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Train and direct the work of assigned staff.
Establish and maintain effective working relationships with all levels of staff and the public.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read and prepare documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; bending at the waist and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.

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JB