

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Financial Accountant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Financial Accounting	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	052 OTBS
REVISED:	October 24, 2001		

BASIC FUNCTION:

Perform difficult, complex and critical financial analyses and the reporting of revenue and expenditures for special projects or district controlling accounts; direct the work of assistants.

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**

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**

Direct the work of assistants. **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 four year college or university with a major in accounting or business administration with a concentration in accounting and two 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.
Reading and writing English communication skills.
Principles and procedures of advanced accounting systems.
Computer models used in advanced accounting.

ABILITY TO:

Use advanced accounting principles and procedures.
Develop financial statements, forecasts, analyses and written reports.
Direct the work of assistants.
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively and maintain cooperative relationships.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
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.

Revised 3.31.04—PeopleSoft

Job Code 6853

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