

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Senior Financial Accountant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Financial Accounting	CLASSIFICATION:	Classified
FLSA:	Non- Exempt	SALARY GRADE:	062 OTBS
REVISED:	October 28, 2014		

BASIC FUNCTION: Perform professional accounting duties that relate to the various funds of the District; analysis and application of advanced accounting principles and practices, revenue budget projections, cash flow analysis, and special projects; may coordinate audits conducted by external audit firms with District staff, directs the work of assigned 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

Maintain records of investments and potential earnings; evaluate and reconcile complex schedules for bonds and certificates of participation related to propositions. **E**

Prepare financial studies and evaluations of specially funded educational programs; compile and analyze data for reports that relate to potential funding sources for special programs. **E**

Prepare complex cash flow schedules and other documents for use in the sale of Tax and Revenue Anticipation Notes (TRANS). **E**

Calculate the district's revenue limit entitlements for the District's Local Control Funding Formula and Special Education, and assists in the monitoring of revenue estimates for other federal, state and local entitlements. **E**

Consult with the pupil accounting department with respect to ADA reports which are subsequently used as part of the Local Control Funding Formula (LCFF) calculations. **E**

In cooperation with other departments of the District, reviews, analyzes, and discuss data related to potential funding sources to ensure that maximum revenue potential is achieved. **E**

Prepare a variety of special reports and studies, including multi-year revenue projections for cash flow purposes, trend analysis, and supplements to the District budget. **E**

Maintain controlling ledgers and detailed financial documentation; develop and implement subsidiary systems to account for and analyze all sources of income and related financial and statistical data in accordance with Board of Education and contract requirements. **E**

Analyze new legislation and governmental guidelines, changes in procedures and accounting requirements, and provide management with data on the potential financial effects. **E**

Prepare detailed reconciliation between district controlling and subsidiary records and between district and county/state records; conduct audits to ensure that expenditures comply with contract requirements and may act as a liaison with external auditing agencies and may coordinate audits conducted by outside audit firms with district. **E**

Maintain accounting records, work with program staff, and provide financial analysis for special project funds; oversee invoicing and collection of amounts due for grants and contract agreements; monitor cash balances and request transfers when necessary to meet cash requirements. **E**

Monitor amounts received to ensure collection of all amounts due and maximize income available; develop and modify computerized financial programs for maintenance of accounting records. **E**

Prepare detailed schedules for annual audit, GASB 34 work up and documentation, tax returns, and state controllers report; advise and assist management staff in financial administration of projects or accounts. **E**

Prepare district income projections used in budget development and other activities; prepare and submit fiscal reports, schedules, statements, forecasts and claims; prepare revenue estimates and analyses of district revenue receipts. **E**

Prepare monthly and annual financial statements and supporting schedules and assess for accuracy, completeness, and conformance to GASB/CSAM reporting standards, prepare narratives for year-over-year financial variances for annual audit conducted by external auditing agency; assist in the monitoring of internal controls and make necessary recommendations. **E**

May be required to follow-up, resolve and draft responses for audit findings. **E**

Maintain and reconcile fixed asset ledger for all capitalized assets of the District, disposals, and annual depreciation. **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 four-year college or university—with a bachelor’s degree in accounting, finance, or closely related field, including or supplemented by the completion of courses that provide at least 18 semester units or equivalent units in accounting, including a course in intermediate or advanced accounting and a course in auditing. Three years of professional-level accounting experience in general accounting, financial reporting and analysis, projections, or financial audit.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Application of advanced accounting theory, practice, and procedures, with emphasis in governmental accounting.

Provisions of the California School Accounting Manual with an understanding of procedures for other governmental agencies and the District as they relate to income, appropriations, expenditures, and fiscal responsibilities of a public school system.

Oral and written communication skills.

Reading and writing English communication skills.

Application of advanced accounting principles and procedures.

The development of financial statements, forecasts, analyses, and written reports.

Computer financial applications used as models for financial accounting.

ABILITY TO:

Prepare clear and concise reports containing a variety of financial and statistical data.

Analyze and review entitlements, budgets and expenditure records.

Analyze and interpret regulations, laws and pronouncements, policies, and rules to determine accounting requirements.

Work effectively with all levels of District employees and outside agencies.

Express financial concepts clearly in oral and written communication.

Exercise initiative and work independently on assigned projects.

Analyze situations accurately and adopt an effective course of action.

Use applications such as Microsoft Excel, Word, PowerPoint and Access.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Train and direct the work of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT: Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information [in person and on the telephone]; seeing to [read, prepare, and proofread documents, perform assigned duties]; sitting or standing for extended periods of time; dexterity of hands and fingers to [operate a computer keyboard and other office 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 10.28.14- AT

Revised 10.14.04--JB

Revised 3.29.04—jm

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