

## **Goleta Union School District**

### **Accountant**

#### ***Basic Function***

Under the direction of the Assistant Superintendent, Fiscal Services, coordinate the activities and operations of the Fiscal Services Department in areas related to accounting, fiscal record management and reporting; perform internal account and multi-fund auditing; assist in the training of assigned personnel.

#### ***Representative Duties***

Coordinate the activities and operations of the Fiscal Services Department in areas related to accounts payable, payroll, purchasing, fiscal record management and reporting. E

Plan and perform internal account and multi-fund auditing; input District multi-fund accounting records into appropriate system. E

Monitor and audit District budgets and expenditures; assist in the preparation of adopted and adjusted budgets; assist in State Preschool budgeting and reporting activities. E

Prepare and maintain a variety of District and State-mandated reports, records and files related to assigned activities and personnel; establish and maintain food service financial records. E

Plan, develop and implement computer-assisted accounting systems. E

Perform financial and statistical research as required; perform system analysis and operational reviews. E

Prepare cash and other deposits and transfer funds as needed; maintain internal control. E

Monitor expenditures, balances and repayments of obligation bonds, tax-anticipation notes and certificates of participation; monitor cash fund balances. E

Communicate with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. E

Maintain billings and accounts receivable balances. E

Operate a computer and assigned software systems. E

Plan and assist CPA firm in annual District audits. E

Perform related duties as assigned.

#### ***Knowledge and Abilities***

##### *Knowledge of:*

Principles, methods, practices and procedures of school district accounting and financial record management and reporting.

Laws, policies, regulations and guidelines related to accounting and fiscal record management and reporting processes.

Computer-assisted accounting systems, programs and equipment.

Bookkeeping, accounting and fiscal planning, management systems and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Budget monitoring and control.

## **Accountant**

### *Ability to:*

Coordinate the activities and operations of the Fiscal Services Department in areas related to accounts payable, payroll, purchasing, fiscal record management and reporting.

Perform internal account and multi-fund auditing.

Prepare fiscal, statistical and narrative reports in a clear and concise manner.

Review, monitor, audit and verify financial statements and related summaries and reports.

Train assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to college-level course work in business administration, accounting or related field and three years increasingly responsible experience in accounting and financial record management and reporting.

### ***Licenses and Other Requirements***

None

### ***Working Conditions***

#### *Environment*

Office environment.

#### *Physical Demands*

Dexterity of hands and fingers to operate a computer keyboard.

#### *Hazards*

None