

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

Title:	Senior Accountant	Reports to:	As Designated
Department:	Business Services	Classification:	Classified Management
FLSA:	Exempt	Salary:	Management- Range M
Board Approval:	May 3, 2005		

BASIC FUNCTION:

Plan, perform, organize, coordinate and participate in the accurate and timely preparation of all phases of District auditing and accounting functions; provide technical guidance to accounting staff; file federal, state, and county reports; coordinate the establishment of internal controls and monitor compliance with federal, state and county audit requirements.

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.)

Perform, plan, organize, coordinate and participate in the accurate and timely preparation of all phases of District auditing and accounting functions; file federal, state, and county reports; coordinate the establishment of internal controls and monitor compliance with federal, state and county audit requirements. *E*

Perform duties and responsibilities necessary to close the books at the end of each fiscal year. *E*

Maintain strict control over expenditures and ensure fiscal accountability. *E*

Work directly with the District's external auditor. *E*

Examine accounting records, reports, and audits to determine compliance with rules and procedures. *E*

Provide technical expertise and respond to questions or concerns regarding interpretation of laws, rules, regulations and contracts governing District accounting. *E*

Work effectively with other District departments, school sites, and outside agencies to obtain and verify information pertinent to accounting functions. *E*

Train and assist school site personnel in appropriate procedures for Revolving Cash Funds, Student Body Funds, and external funding from parent and community organizations. *E*

Audit computerized accounting data and procedures for efficiency and accuracy. *E*

Write and edit complex reports and present findings, conclusions and recommendations. *E*

Reconcile and maintains the general ledger. *E*

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Compile, prioritizes and maintains cash flow analysis and projections. *E*

Coordinate the compilation of mandated cost data. *E*

Perform follow-up review as necessary to ensure compliance with procedures. *E*

May be assigned to provide technical guidance to accounting staff. *E*

May participate in the selection of fiscal services personnel. *E*

Perform related duties as assigned. *E*

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree and three year's experience with automated accounting systems in a large organization.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies and procedures involved in preparation, verification, maintenance and processing of District accounting and auditing processes.

Principles of accounting and financial record-keeping.

District organization, operations, policies and objectives.

District and County accounting and auditing procedures.

Applicable sections of State Education Code and other applicable laws.

Financial and statistical record-keeping techniques.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Meet District standards of professional attitude as outlined in the Management Code of Ethics, BP E4319.21

Interpret, apply, and explain laws, procedures and regulations pertaining to accounting and auditing procedures and policies.

Maintain accurate and interrelated financial and related records.

Analyze complex accounting and auditing data and adopt an effective and accurate course of action.

Work independently with minimal direction.

Establish and maintain cooperative and effective working relationships with others.

Develop test techniques to monitor accuracy of accounting and auditing.

Conduct surveys and studies.

Prioritize and schedule limited resources under pressure.

Meet schedules and time lines.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Operate computer terminals and other technical office equipment.

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WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; 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.

APPROVALS:

Roberta Silverstein

Assistant Superintendent, Human Resources

Date

Robert Kessler

Superintendent

Date