



## Classified Job Description

CSEA Approved: January 12, 2016

Board Approved: April 13, 2016

Position Title:	<b>ACCOUNTANT III</b>
Contract Term:	12 months per year
Salary Range:	39

### GENERAL DEFINITION:

*Under the direction of the Superintendent/Designee is responsible to perform a variety of complex, technical accounting and budgeting functions. Responsible for the day-to-day operations of the finance department.*

### UNDER SUPERVISION OF:

Superintendent/Designee

### ESSENTIAL DUTIES AND RESPONSIBILITIES (May be asked to perform the duties of the Receptionist/District Office Assistant, Accountant I or Accountant II in addition to the following duties):

1. Coordinate district-wide student attendance data collection.
2. Prepare district and state-required attendance reports.
3. Provide training and support to district staff on attendance and financial software systems.
4. Liaison with the Nevada County Superintendent of Schools and California Department of Education on attendance-related matters.
5. Maintain position control system for all positions and related budgeting activities.
6. Create and maintain SACS data and reporting.
7. Oversee accounts receivable functions and the deposit of all cash receipts.
8. Monitor and maintain categorical budgets, grants, and entitlements.
9. Communicate with site managers regarding budget and accounting matters.
10. Compile, audit, maintain and reconcile student body records.
11. Prepare and post journal entries.
12. Prepare and post budget transfers.
13. Assist in the preparation of budget and financial reports.
14. Prepare and process State and Federal reports as required.
15. Reconcile and verify complex accounting and statistical records.
16. Organize, monitor and complete year-end closing process.
17. Business office contact for MAA and MediCal reporting.
18. Business office contact for E-Rate applications and reporting.
19. Assist in payroll and related functions.
20. Provide technical support for the business services department.
21. Assure strong internal control procedures for all processes.
22. Maintain an organized audit trail for all processes.
23. Research, interpret, implement and recommend revisions to related Board Policy.
24. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
25. Other related duties as assigned.

### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

High school diploma or equivalent. Associates degree or equivalent units with emphasis in accounting required. Previous accounting experience necessary.

**CERTIFICATES AND LICENSES:**

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

**REASONING ABILITY:**

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

**OTHER SKILLS AND ABILITIES:**

In depth understanding of accounting/auditing procedures and systems. Ability to operate a variety of office machines and work within a large network system. Proficiency with spreadsheets, word processing and database programs. Knowledge of banking procedures. Ability to organize, prioritize and delegate.

Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district, State and Federal requirements and Board of Trustee policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***