

**CLOVIS UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**


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<b>Position:</b>	Accountant, Senior	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Varies	<b>Salary Grade:</b>	43
<b>Reports to/Evaluated by:</b>	Director of Budget and Finance or Designated Supervisor	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Develops, prepares, and maintains a complete set of financial records. Oversees and participates in processing complex accounting transactions, preparing adjustments to sub-ledgers and ledgers, and performs reconciliation, reporting, and auditing of general ledger financial information. Prepares accurate and timely financial and statistical reporting from District and program-based accounting systems.

**DISTINGUISHING CAREER FEATURES**

The Accountant, Senior is a senior professional position with working leadership accountability. The Accountant, Senior requires a demonstrated ability to produce financial reports by integrating operations and implementing accounting controls, administer and monitor position control systems, and facilitate budget development and maintenance. The Accountant, Senior requires the ability to communicate financial information accurately and concisely to all stakeholders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples)**

- Facilitates the budget development processes. Researches and gathers information about FTEs, projected overhead, and details for expenditures within various funds. Works with stakeholders to develop and critique budget proposals. Implements the approved budget and integrates it into the financial systems.
- Reviews and posts journal entries for disbursements, receipts, and adjustments. Reconciles a variety of accounts to the general ledger such as, but not limited to, cash, fixed assets, inventory, accounts payable, accounts receivable, reimbursements due, capital projects, and payroll. Reviews, coordinates, and performs monthly/annual closing and post-closing adjusting journal entries.
- Prepares cash flow projections and monitors the cash of all funds.
- Responsible for the training, supervision, evaluation, and development of assigned employees.
- Prepares audit schedules and accounting reports, documenting adjustments to account balances and detailing the transaction trail for audit purposes. Assists with internal and external audits in the analysis of financial records and transactions.
- Prepares multi-year projections, interim and annual reports for all funds (including the district's two JPAs) as required by the State.
- Develops and maintains comprehensive statistical data. Monitors fund balances and produces

variance reports to inform stakeholders of financial performance. Analyzes budget reports to ensure expenditures do not exceed appropriations, revenues are recorded, and expenses are managed on a timely basis.

- Prepares accurate attendance reports required by internal departments and governmental agencies. Reviews student attendance trends and provides district level analysis and reports.
- Directs the preparation, review, and distribution of detailed and complex capital project financial analyses and management reports that provide information on status of budget/expenditure, appropriations, source/availability, and projected revenues and expenditures.
- Monitors the District's position control processes. Monitors allocation of positions to various programs and funds.
- Serves as a resource for questions regarding budgets, position control, Allocated Personnel Units, and related information. Provides technical expertise and direction regarding budget and staffing level issues and discrepancies. Trains program professionals in required data for categorical and grant reporting.
- Monitors inter-fund transfers, budget adjustments, and encumbrances in the general ledger, to comply with established policies, rules, and procedures.
- Maintains chart of accounts and fiscal information. Reconciles financial information and converts information to formats used by external agencies.
- Oversees the activity of the Associated Student Body funds and training of staff. Provides analysis of completed statements.
- Manages roles and security protocol for all staff in the financial system including approval of permissions to access financial software modules and workflow.
- Maintains current knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and California School Accounting Manual (CSAM) in order to comply with industry standards and regulations.
- Performs other duties as assigned that support the overall aims of the district.

## **QUALIFICATIONS**

**Knowledge and Skills:** The position requires professional specialization and thorough technical knowledge associated with generally accepted accounting principles and practices for double entry accounting. Requires a working knowledge of audit requirements. Requires a working knowledge of automated accounting systems and relational databases. Requires a working knowledge of the laws governing accounting transactions, financial and attendance reporting, and Associated Student Body guidelines. Requires a working knowledge of the practices and techniques in accumulating cost accounting information, including allocation of accounting data to determine standard costs or rates. Requires business math skills to perform algebraic and statistical computations. Requires strong communication skills, both oral and written, as well as presentation skills to explain complex information and train staff in financial processes. Must know, understand, and practice the principles of leading staff.

**Abilities:** Requires the ability to prepare trial balance financial summaries, account adjustments, and custom reports using spreadsheets and relational databases. Requires the ability to work within, maintain, and review compliance to internal controls. Requires the ability to initiate and conduct technical research, complete complex arithmetic, algebraic, and statistical computations, solve highly technical problems associated with financial transactions. Must be able to supervise and lead staff in a manner which encourages effectiveness and efficiency.

**Physical Abilities:** Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to read words and numbers. Requires auditory ability to carry on conversations over the phone and in person.

**Education and Experience:** The position requires a Bachelor's Degree with a business emphasis and two years' experience in a responsible accounting/auditing capacity. Additional experience can substitute for the educational requirement. Preferable minimum of 1 year prior supervisory experience.

**Licenses and Certificates:** Requires a valid driver's license.

**Working Conditions:** Work is performed indoors where minimal safety considerations exist