

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: September 16, 2015
Salary Schedule: 20; Row: 35

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: ACCOUNTANT

JOB PURPOSE STATEMENT: Under minimal supervision, performs specialized work in the area of accounting; position requires a high degree of initiative, knowledge, judgement and the ability to perform all tasks in an independent manner; coordinates and oversees high-level financial and auditing work within the Business Services Division; performs responsible statistical and financial record keeping; performs financial research and calculates high-level financial projections; assists in the development of procedures and forms to facilitate better communication of fiscal information; provides technical and procedural staff assistance; and does related work as may be required.

JOB FUNCTIONS:

- Performs professional accounting work in accordance with a prescribed accounting system and generally accepted accounting principles.
- Assists the Director with the year-end closing and analysis; assists, interprets and prepares a variety of comprehensive financial reports; compiles statistical information; may present financial reports to Administrators.
- Acts as an advisor to other personnel in accounting; purchasing and attendance areas.
- Exercises considerable independent judgment and has accountability over assigned accounts or funds.
- Assists in the direction and organization of the work of the accounting department including the recording of income and expenses of District funds.
- Designs, recommends or implements changes and improvements in accounting, recordkeeping and budgetary systems procedures and processes.
- Assist and advise accounts receivable and accounts payable sections as needed.

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JOB FUNCTIONS CONTINUED:

- Coordinates and assists in the development of budgets and calculations regarding salary, fringe benefits and funded projects; monitor proper funds, expenditures and enforce budget limitations, assist with transfer of funds and budget revisions.
- Assure compliance with audit requirements and General Accepted Accounting Principles; maintains efficient and effective recordkeeping systems and audit trails.
- Answer questions and provide a variety of information and assistance to District and other personnel regarding budgets, accounts and related information; provide technical expertise and direction regarding accounting issues and discrepancies; coordinate activities with other departments and District personnel.
- Create and distribute monthly ledgers for assigned accounts; balance revenue and expenditure ledgers to County/State ledgers; assure compliance with account balances and County/State ledgers; update and maintain ledgers according to established procedures.
- Evaluates financial condition of assigned programs; develops trend information, communicates issues or problems to superiors and makes recommendations.
- Prepares, maintains and submits complex financial records related to state and federal facilities funded projects as needed.
- Performs related duties as assigned or needed

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Applicable laws, rules, policies and procedures
- Accounting, auditing and budgetary terminology and practices including governmental accounting.
- State Facilities program, including but not limited to (OPSC) Office of Public School Construction, (DSA) Division of the State Architect and (DIR) Division of Industrial Relations.
- Standard Account Structure (SACS) and the use of SACS software to generate financial reporting; related state and federal forms and reports; research and analysis methods
- Principals of financial administration including budgeting and reporting, financial projections, recordkeeping, information storage and record retrieval systems and techniques; database structure; modern office practices and procedures.

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Ability to:

- Properly analyze, interpret and make decisions in accordance with appropriate laws, rules and regulations.
- Make arithmetic calculations quickly and accurately
- Analyze financial problems and recommend solutions.
- Research and interpret data, regulations, rules, guidelines, and policies.
- Utilize automated accounting information systems and related software.
- Establish and maintain effective working relationships in the course of assigned duties.
- Coordinate the work of other lower level accounting staff at the District and school sites.
- Communicate effectively, both in oral and written form.
- Examine and verify financial documents and reports.
- Develop, prepare, file, audit and analyze a variety of accounting, budgeting and financial summaries, statements, worksheets and reports.
- Work within demanding timelines and reporting deadlines.
- Work independently and problem-solve.
- Proficient in technology and software related to business service accounting.

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents and the display screen of various office equipment and machines
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

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JOB QUALIFICATIONS:

Education:

- High School Diploma or equivalent
- Bachelors Degree in Accounting or related field desirable.

Experience:

- A minimum of three years increasingly responsible accounting, financial and statistical experience required. Experience in educational setting desirable.

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance