

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Accountant I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-42/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under the general direction of an assigned supervisor, perform accurate and professional budgetary and accounting duties in the maintenance of District budgets and financial records to ensure proper allocation of funding sources and the financial viability of the District.

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 accurate professional budgetary and accounting duties in the maintenance of District budgets and financial records to meet the needs of staff and sites; ensure accuracy of records and correct errors or recommend modifications to ensure the financial viability of the district. *E*

Perform a reviews and analysis of program budgets and expenditures to ensure correct allocation of resources according to established guidelines; prepare reimbursements claims as needed. *E*

Prepare a variety of accurate Federal, State and local financial reports and submit reports to appropriate personnel or agencies. *E*

Work with and communicate with various departments and outside agencies to ensure compliance, resolve issues or concerns and exchange information to provide reasonable, timely delivery of professional services; assist District employees with concerns and issues related to assigned area. *E*

Receive calls and assist or refer calls to appropriate staff to ensure reasonable, timely delivery of communication and professional services; exercise judgment to determine importance or urgency. *E*

Establish accounts receivable, accounts payable and deferred income for special project revenue as required for year-end closing using accurate journal entry procedures. *E*

Compile and prepare payroll corrections; process bids and work orders in a reasonable, timely manner as assigned to meet the needs of the sites/departments. *E*

Act as a resource to sites and departments; provide training, guidance and clear direction to District employees regarding assigned programs and budgets. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate of arts (AA) degree in accounting, business administration or related field and two years of experience in accounting work.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting principles and practices.
Current laws and regulations related to accounting and budgeting.
Techniques of utilizing accounting software.
Accurate financial and statistical record-keeping techniques.
Software programs including, but not limited to, word processing and spreadsheets.
Operation of a computer to input data and generate reports.
Technical aspects of field of specialty.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Analyze, interpret and prepare financial statements and reports.
Make mathematical computations with speed and accuracy.
Perform technical accounting duties related to assigned fiscal programs and activities.
Maintain accurate financial and statistical records.
Perform statistical inputting accurately.
Operate a computer and calculator.
Plan, prioritize and organize work to meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Train and provide clear work direction to others.
Work independently with little direction and many interruptions.
Communicate, understand and follow both oral and written directions effectively.
Read, interpret, apply and explain current rules, regulations, policies and procedures related to assigned duties.
Compile and verify data and reports.
Learn new or updated computer systems and programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Apply integrity and trust in all situations.
Actively participate in meeting District goals and outcomes.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; dexterity to operate a computer, calculator and other office equipment; seeing to read various statistical data; reaching overhead, bending at the waist and kneeling to retrieve materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions