

**SANTA CRUZ COUNTY OFFICE OF EDUCATION**  
**FISCAL ACCOUNTANT**

**DEFINITION**

Under direction of an assigned administrator, perform a variety of complex record keeping and reporting assignments for the assigned area of responsibility; review, maintain, verify, and submit payrolls and supporting documents to the Business Services Division; maintain, verify, and update end of year program financial reports; compile, prepare, and check statistical accounting reports; and prepare and balance program accounts and records. Assist in the development and monitoring of budgets, budget reporting and budget analysis. Includes maintaining adequate records of transactions and preparing reports.

**SUPERVISION EXERCISED**

No supervision is exercised

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Develop and maintain a budget control system for the assigned division.

Provide information on all matters related to the business and financial affairs.

Perform detailed functions relating to budget development, monitor, control, and analysis; prepare and maintain a variety of financial and statistical records, statements and records.

Review, audit, and analyze records and reports.

Prepare purchase order requisitions and contracts to ensure correctness of account codes, availability of funds, and completeness.

Establish/maintain clear lines of communication with business manager of participating districts, County Office of Education, State Division of Education/Finance, and other business related agencies.

Coordinate the financial affairs.

Gather enrollment data, computerized attendance accounting and student follow-up information and reports; forecast and create reports.

Act as a liaison between school district, client, and/or County Office of Education business departments.

Make recommendations regarding software programs appropriate for the division's accounting functions.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Gather, assemble, tabulate, check, and file financial and statistical data and reports; develop spreadsheet data and information.

Calculate adjustments for previous personnel actions; make necessary changes in existing payroll records.

Resolve accounting problems with internal and external clients.

Act as a resource person regarding policies and procedures.

In coordination with the Business Services Division, collect, compile, and submit reports to various agencies.

Responsible for calculation and projection of ADA data and budget forecast.

Provide annual budget and long-range financial planning.

Coordinate the collection, safe-keeping, and distribution of all funds.

In coordination with the Business Services Division, provide information required for the annual audit.

Establish and maintain the business calendar.

Responsible for special projects as they are assigned.

Maintain specialized files and records for audit review.

Maintain inventory records for insurance purposes.

Compose correspondence, memoranda and reports independently from verbal instructions.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Rules and regulations regarding accounting procedures and implementation of changes to the rules that affect the division.

Principles, methods, practices, and terminology used in statistics, bookkeeping, and financial record keeping.

**Knowledge of (continued):**

Principles of budget development, projections and control.

Automated accounting applications and principles.

Modern office practices, methods, and computer equipment.

English usage, spelling, grammar, and punctuation.

**Skill and Ability to:**

Operate modern office equipment including computer equipment. Enter data at a speed necessary for successful job performance.

Learn and apply pertinent federal, state, and local laws, codes, and regulations.

Analyze, forecast, and provide information for all required accounting functions.

Understand the organization and operation of the division necessary to assume assigned responsibilities.

Perform responsible and complex technical accounting work with accuracy, speed, and minimal supervision.

Compile, tabulate, and analyze data and information.

Maintain and balance a variety of financial records, ledgers, and accounts.

Answer questions regarding staffing costs and budget related matters.

Accurately count, record, and balance assigned transactions and inventories.

Make mathematical calculations quickly and accurately.

Understand and follow oral and written instructions.

Maintain confidentiality of information.

Plan and organize work to meet schedules and timelines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Skill and Ability to (continued):**

Perform routine and repetitive work to completion.

Attend meetings, conferences, classes and in-service trainings.

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Education:**

Equivalent to the completion of a Bachelor's degree with course work in accounting, bookkeeping, or a related field.

**Experience:**

Four years of increasingly responsible payroll, accounting and bookkeeping experience which involved maintaining and reviewing financial or statistical reports. Experience in a school district or with a county office of education is highly desirable.

**License or Certificate:**

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance preferred.

**SPECIAL REQUIREMENTS**

*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. Essential duties require the following physical skills and work environment:*

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended periods of time; dexterity of hands and fingers to operate a computer, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Ability to work in a standard office environment with some ability to travel to different sites and locations.

**Approval Date:** June, 1996.

**Revised Approval Date:** August, 2010

**Revised Approval Date:** June, 2019