

Solano County
Office of Education

JOB TITLE: Senior Accountant (Range 38)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To coordinate, organize, and perform complex professional accounting and budgeting work in the computation, recording, and reporting, auditing and statistical review of financial transactions; to monitor and maintain budgetary, finance, cost, payroll, and other financial records; to plan, develop, and implement new and revised accounting and budgeting procedures; to lead and coordinate the work of department staff; to provide technical and procedural assistance to administrators, program managers, and LEA (Local Educational Agencies), including oversight under AB1200 as applicable.

JOB REQUIREMENTS AND QUALIFICATIONS

- Knowledge of accounting and budgeting principles, practices, and procedures; governmental accounting preferred.
- Knowledge of education code, government code, labor code, state and federal laws and generally accepted accounting principles (GAAP), as they pertain to school finance, and the ability to apply as appropriate.
- Knowledge of operating standard office equipment, personal computers (PC), and software such as Excel and Word. Proficiency in Excel strongly desired.
- Ability to establish and maintain financial records and procedures.
- Ability to prepare clear and comprehensive financial statements and reports.
- Ability to train other team members and check the work assigned to them.
- Ability to establish and maintain effective work relationships with fellow employees, LEA and outside agencies.
- High school diploma or equivalent.
- Bachelor's degree in accounting is preferred.
- Any combination of experience and education that could provide five (5) or more years responsible accounting experience with a minimum of two (2) years at accountant or equivalent level. School district or County Office of Education experience strongly desired.

ESSENTIAL DUTIES

- Prepares, coordinates and reviews team members' work to preserve accounting and budgeting operations, such as:
 - Budget development and management
 - Expenditure monitoring and reporting
 - Payroll tax reporting
 - Financial reporting
 - General ledger
 - Data verification
 - Cash verification, management, and analysis
 - Fiscal and calendar year end closing
 - Attendance accounting and reporting
 - Physical inventory and fixed assets

- Prepares from source documents, LEA financial reports as required by the California Department of Education.

- Prepares, verifies and/or files/submits local, state or federal reports, such as expenditure reports, attendance and tax documents.

- Prepares, reviews and analyzes LEA financial and expenditure reporting relative to state-established criteria and standards, such as:
 - Reviews for accuracy, completion and conformity to rules, regulations and laws
 - Projections of LEA financial status
 - Monitoring implementation of audit findings and/or financial management recommendations
 - Oversight and evaluation of fiscal condition under AB1200
 - Communications regarding discrepancies, changes and variances in reports

- Maintains LEA chart of accounts according to the standardized account code structure (SACS).

- Coordinates record retention process.

