

ORANGE UNIFIED SCHOOL DISTRICT

CATEGORICAL ACCOUNTANT

DEFINITION

Under general supervision, performs specialized and technical financial duties in budget, general ledger or comparable responsibilities; assists in other technical areas and in specialized assignments; confers with district office and school site administrators to maintain sound fiscal and budget operations, and performs other related functions as directed. This position is directly responsible to the Budget Control Supervisor.

Representative Duties

This position requires expertise in compiles financial and budgetary record keeping. The job requires the ability to analyze, develop, offer alternative problem solutions and coordinate implementation of such solutions to related issues and concerns. Individuals are expected to learn or develop systems, procedures and equipment as necessary. The incumbent may attend meetings where appropriate and necessary, working closely with information services and other district departments.

The Categorical Accountant assists in the preparation of current and long-range district budget; assists program and department managers in completion of their budgets; assists in developing and maintaining chart of accounts; assists in maintaining position control; monitors personnel salary encumbrance system; disseminates monthly budget reports, assists with income projections; prepares analytical reports; assists in the preparation of California State Department of Education Annual Financial and Budget Report (J200); coordinates and maintains documentation for preparation of the annual State J390 Federal and State Grant Awards, Revenues and Expenditures for All Funds Report; preparation of periodic federal, state and local expenditure claim forms; reviews award letters and is knowledgeable of differing applicable federal, state and local rules and regulations to assist program managers in ensuring compliance with resource use and reporting requirements; tracks receipts and expenditures, monitors the pace of spending to ensure against encroachment on unrestricted general funds and monitors the pace of income receipts, monitors carryover, negative accounts and processes budget transfers; reviews time and effort documentation of employees as compared to payroll processing and completes correcting journal entries as required by federal regulations; assists in training program managers and secretaries in the are of budget; assists with the fiscal aspect of grant applications; assists external auditors in their compliance reviews; responsible for maintaining an auditable record of expenditures and legal obligations reported on the claim forms; resolves audit findings; complies with appropriate state and federal legislation and regulations, maintains program files; performs other duties as required.

ENTRANCE QUALIFICATIONS GUIDE

Training and Experience – Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge would be:

- High school graduate supplemented by some college level training in accounting, budgeting and/or business administration with a minimum of three (3) years of

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successful, increasingly responsible experience in school accounting, budgeting or closely related field (college degree desirable but not required);

- Successful comprehensive school district accounting and budgeting experience, including familiarity with the California Education Code and other state laws governing school finance may substitute for college level training.

Knowledge and Abilities

Good knowledge of:

- Principles of budgeting, accounting and auditing
- Principles of office procedures and systems analysis
- Legal and procedural reporting requirements
- The application of data processing to budget preparation
- Safe working methods and procedures

Ability to:

- Assist in the planning, organizing and control of a large school district budget
- Participate in formulating and carrying out recommendations regarding the budget process
- Read and interpret a volume of technical, legal and professional literature
- Compile and analyze financial and statistical data
- Compile a variety of quarterly and annual reports
- Communicate effectively with administrative, instructional and operating personnel
- Take responsibility for accuracy of work completed
- Work effectively with minimal supervision

Skills

- Typing 35 words per minute
- Proficiency in use of calculator, adding machine, computer systems including general ledger/budget and spreadsheet and word processing software

Licenses

A valid California Motor Vehicle Operator's License

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Light Work

Positions in this class perform work, which is primarily sedentary.

Mobility

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required. Positions in this class may need to walk and stand for periods of time.

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Vision

Positions in this class require vision (which may be corrected) to read small print.

Positions in this class require accurate perceiving of sound.

Positions in this class require dexterity required in working with business machines, materials and objects.

Other Conditions

Incumbents of positions in this class may be required to use a personal vehicle in the course of employment.

Incumbents may be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.

Incumbents may be required to work at a video display terminal for prolonged periods.