

Metropolitan Education District
Senior Accountant



Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Director of Business Services
Classification:	Classified; CSEA Bargaining Unit
Date Approved:	3/14/1984
Dates Revised:	6/11/1997, 10/9/2002, 12/15/2014, 8/19/2015, 8/17/2016, 01/31/2022
Position Control:	142245, Salary Schedule 2, Range 33, 12 Month Work Year

POSITION DESCRIPTION:

Under the direction of the Director of Business Services, performs accounting, payroll budget and audit tasks, organizes and implements school District accounting procedures in a computerized system; assists in the work of other clerical accounting staff as assigned and performs related accounting work as required.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Performs complex analytical and technical tasks involving position control system in conjunction with Budget Development and in preparation for the annual District Interim and Year End Reporting
- Assists Director of Business Services with all tasks associated with Budget Development, monitoring, and analysis for educational programs and grants
- Analyzes financial statements, accounting transactions, and source documents to identify and resolve discrepancies and compliance
- Audit financial records, reports and claims prepared by other department staff
- Resolves Standardized Account Code (SACS) compliance issues; assists with GASB 34 compliance issues
- Records income and expenses in District funds, assigns account numbers, prepares financial statements and reports
- Balances and reconciles complex general ledger accounting records of the District, sets up general ledger systems as required, responsible for the maintenance of budget and inventory control records
- Maintenance of all payrolls and bill warrant payments; advises administrators on budget and fiscal matters
- Reviews and backs up other accounting payment functions
- Prepares schedule of deferred income, accounts receivable, accounts payable, budget revisions/transfers, and journal vouchers for budget reporting periods
- Audits fixed asset GASB reports submitted by Purchasing. Prepares Schedule of Capital Assets and provides fixed asset data to external auditors
- Monitors District wide cash flow of the District; performs other general accounting activities as assigned
- Assists audits of District funds and accounts as requested by the Governing Board and/or management staff and assists in the review of internal controls
- Review of federal and state categorical programs to assure compliance with applicable regulations
- Develops, prepares, audits, reviews, and corrects a wide variety of routine and specialized Federal, State, district budgets, and district financial reports as needed
- Performs other job related tasks as assigned

AREAS OF RESPONSIBILITIES/DUTIES (continued):
Essential Functions:

Inter/Intra Departmental Activities:

- Assists in coordinating designated work with accounting office, human resources, payroll, and other departments in the analysis and operation of accounting, budgeting, purchasing, payroll and benefits calculation procedures
- Maintains a strong relationship with other departments to ensure understanding of and adherence to fiscal processes

EMPLOYMENT STANDARDS:

Knowledge of:

- Governmental budget, accounting, and fiscal principles and practices
- Accounting and auditing procedures
- Financial analysis and research procedures
- California School Accounting Manual

Ability to:

- Plan, organize and assists the accounting program of a school District
- Prepare clear and concise financial reports
- Learn and interpret school District budget, accounting and fiscal procedures, policies and regulations
- Assists clerical personnel in bookkeeping and financial record keeping operations, instruction and training
- Prepare and present oral and written reports
- Establish and maintain cooperative working relationships with co-workers, school administrators, and the general public
- Use a computerized on-line terminal driven accounting system

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

- Three (3) years of professional accounting experience, preferably with a governmental agency or school District
- Experience with computerized accounting system

Education and Credentials:

- Bachelor's Degree with a major in accounting, business administration or applied field
- Additional qualifying experience may be substituted for education on a year-by-year basis
- Courses in data processing or computerized accounting procedures

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments

MINIMUM QUALIFICATIONS (continued):

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 10 pounds and move and transport materials weighing up to 20 pounds

Date: _____

Signed: _____
Employee Signature