

## ORANGE UNIFIED SCHOOL DISTRICT

### SENIOR FISCAL ASSISTANCE ACCOUNTANT

#### DEFINITION

Under administrative direction – the Senior Fiscal Assistance Accountant performs a support function for school and department personnel; communicates with district personnel and other professionals to answer questions and concerns with technical accounting, budgeting, and fiscally related functions and activities; performs problem determination procedures and takes necessary steps in resolving problems; assists in the analysis, evaluation and implementation of business systems as needed; and related duties as required.

#### Representative Duties:

This position requires technical expertise in complex financial and budgetary record keeping. The job requires the ability to independently 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 and procedures as necessary. The incumbent may attend or lead meetings where appropriate and necessary, working closely with district departments.

The Senior Fiscal Assistance 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; assists with income projections; prepares analytical reports; assists in the preparation of California State Department of Education Standardized Account Code Structure (SACS) annual and quarterly budget documents; coordinates and maintains documentation for preparation of the annual Federal and State Grant Awards, Revenues and Expenditures for All Funds CAT 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; coordinates and maintains documentation for financial components of the periodic Consolidated Application Reporting System (CARS) reports; prepares budget reports for inclusion in the School Plan for Student Achievement (SPSA); reconciles general ledger with CARS and SPSA records; oversees maintenance of calendar of deadlines; monitors the pace of spending to ensure against encroachment on unrestricted general funds and monitors the pace of income receipts; oversees quarterly categorical cash management; coordinates and assists in training program managers and administrative staff in the area of budget, general ledger and position control; 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 support personnel in the area of budget; assists with all fiscal aspects of varying grants and entitlements; 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.

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#### DESIRABLE 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 and skills would be:

- High school graduate supplemented by college level training in accounting, budgeting and/or business administration with a minimum of four (4) years of successful, increasingly responsible experience in accounting, budgeting or closely related field (Associates college degree desirable but not required and must pass accounting test).
- 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 degree.

##### **Distinguishing characteristics:**

This is an advanced journey level class and is distinguished by the complexity of assigned duties and by the independence with which such duties are performed.

##### **Knowledge and Abilities**

Proficient knowledge of:

- Principles and practices of budgeting, accounting, position control and auditing
- Principles of office procedures and systems analysis
- Legal and procedural reporting requirements
- The application of data processing to position control and budget preparation

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
- Comprehend and follow general, technical written and oral instructions and policies and procedures
- Perform technical and specialized budget functions and activities involving use of independent judgment with accuracy and speed
- Evaluate and analyze problems, issues and concerns, and oversee implementation of appropriate alternative solutions
- 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

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Skills

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

**Licenses:**

A valid California Motor Vehicle Operator's License.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Light Work: Lifting, pushing and/or pulling objects normally does not exceed 50 pounds; positions in this class perform work, which is primarily sedentary.

Mobility: Positions in this class require the mobility to stand, stoop, reach and bend; positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

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

Other Conditions: Incumbents may be required to work at a computer for prolonged periods; incumbents of positions in this class may be required to use personal vehicle in the course of employment.