

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

## **ACCOUNTANT - EARLY CHILDHOOD EDUCATION**

### **General Purpose:**

An Accountant - Early Childhood Education is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Accountant - Early Childhood Education performs accounting work requiring professional competency for accounting records, budgetary controls, exhibits and reports, applies data processing software to accounting.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Prepares budgets and budget revisions.
- Monitors income and expenditures.
- Prepares a variety of financial reports for the State of California.
- Develops periodic cash flow statements.
- Maintains complete sets of financial, accounting, and budgetary records.
- Analyzes and reconciles financial statements.
- Assists in developing special financial projects.
- Prepares claims and financial reports for local, state and federal grant programs.
- Assists County Office of Education staff regarding local, state and federal accounting requirements and procedures.
- Ensures proper filing of forms and reports with the state and local agencies.
- Maintains federal, state and local records.
- Reviews and reconciles various reports, statements and general ledger accounts.

### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- A High School diploma or equivalent is required.
- A Bachelor's degree in Accounting is preferred.

#### **Experience:**

- Previous school accounting experience is required.

### **Knowledge, Skills and Abilities:**

- Knowledge of the principles and methods of financial and statistical accounting and recordkeeping.
- Knowledge of the laws, rules and regulations governing school district financial transactions, accounting and reporting.
- Knowledge of State attendance accounting requirements.
- General knowledge of administrative regulations designed to implement State mandated fiscal reporting.

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- Knowledge of budget development and fiscal control issues.
- Knowledge of electronic spreadsheets and data processing.
- Knowledge of principles and methods of California school accounting.
- Knowledge of office methods, procedures and equipment usage.
- Knowledge of proper English usage, grammar, spelling and punctuation.
- Knowledge of mathematics.
- Skills to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions.
- Ability to perform a variety of complex financial and statistical recordkeeping assignments.
- Ability to interpret and apply rules, laws and policies governing County Office of Education and Early Childhood Development.
- Ability to review and resolve discrepancies in financial records.
- Ability to prepare a variety of special fiscal and financial reports.
- Ability to make mathematical calculations quickly and accurately.
- Ability to operate a variety of calculating and office equipment.
- Ability to understand and carry out oral and written instructions.
- Ability to deal tactfully and courteously with the public and other employees.
- Ability to establish and maintain cooperative working relationships.

### Required Testing:

- Applicants may be tested.

### Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

### Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

### Work Environment:

- Work is performed in an office, school or agency environment, continuous contact with staff and representatives of other agencies.

### Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.

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- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 35

Reviewed and Approved:

Supervisor: Catherine M. Goni

Date: 7/27/16

Human Resources: [Signature]

Date: 7/27/16