

MONTEREY COUNTY OFFICE OF EDUCATION

Accountant

Classification: Classified
Salary Level: 41.5
Work Year: 12 Months

DEFINITION:

This individual is responsible for ensuring that the financials of the Monterey County Office of Education are maintained with integrity as well as compliant with applicable financial reporting requirements. This position performs accounting, budget functions, and analytical duties.

SUPERVISOR:

Director / Controller

POSITION SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES:

- Prepare journal entries, various working papers, schedules, charts, complex spreadsheets, and database work papers in the performance of complex accounting, and financial analysis work .
- Design, recommend, and/or implement changes in accounting systems, accounting policies, and information storage and retrieval systems, working with other fiscal and program staff as necessary.
- Review and analyze financial summaries, mandated internal reports, program budgets, or records for accuracy, proper account coding, and compliance.
- Analyze and reconcile the general ledger, revenues, expenditures, and accounting/financial reports ensuring proper amounts, receipt, and classification.
- Process documents for input into automated systems(s), records fund transfers, resolves discrepancies and makes the necessary corrections.
- Post year-end deferred revenue and accounts receivable as necessary.
- Monitor and ensure compliance with MCOE fiscal policies, contracts, MOUs, and other legally binding documents, budget formulas, guidelines, internal fiscal controls, and applicable Federal and State regulations, codes, rules, ordinances, and/or statutes.
- Monitor and report on the status of revenues and balances, and/or bring ending balances forward to the next fiscal year.
- Analyze and review budgets.
- Provide comprehensive fiscal knowledge.
- Support the accounting and fiscal operations of MCOE departments and districts.
- Provide technical assistance for departments, sites, and/or programs of the MCOE and/or school districts.
- Monitor fiscal solvency and ensure funding compliance.

- Develop, prepare, audit, revise, and/or maintain a variety of accounting, budget, and financial reports, statements, transactions, and records in accordance with applicable laws, codes, statutes, rules, regulations and ordinances.

Specific Duties for Department of Auditing and Accounting:

- Analyze and reconcile cash balances, bank statements; prepare complex fund reconciliations.
- Analyze and review mandated external reports.
- Contact and work with State, County, and other local agencies regarding issues such as tax revenue, interest allocations, revenue anticipation notes, bonds, and outside investments.
- Review and examine financial statements and other financial reports of school districts in accordance with assigned functions such as identifying irregularities, inconsistency in applying accounting methods, and discrepancies in account balances.
- Assist in evaluating internal controls in the financial operations at MCOE and school districts.
- Assist in risk assessment associated with the current financial operations at MCOE and school districts.
- Assist in providing guidance and support to districts to correct findings addressed in the independent auditor’s annual report.
- Assist in following up with districts to ensure the complete resolution of findings addressed in the independent auditors report as well as the consistency in applying these actions.
- Conducts audits as needed.

Specific Duties for Departments of Internal Services and Special Education:

- Develop, monitor, and analyze budgets and controls for educational programs and services, including grant development and administration.
- Prepare narrative financial report and/or financial statements.
- Conduct financial analysis and variance federal, state, and local financial reports.
- Develop budget and fund balance projections and/or year-end budget closing entries

OTHER DUTIES:

- Perform other related duties as assigned.
- Complies with the Monterey County Office of Education Board Policies and Administrative Regulations.

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office or district) and drive an automobile; physical strength to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited college or university in accounting, finance, economics, or business administration.
- Three (3) years of work experience in professional accounting and fiscal control work, preferably with school finance.

Knowledge of:

- In-depth understanding of general principles and procedures accounting, auditing, budgeting, bookkeeping, and fiscal record-keeping as related to public agencies, school districts, and MCOE financial transactions.
- Command of the principles of fiscal administration including development and maintenance of sound internal fiscal controls and policies, and financial and statistical analysis.
- Appropriate laws, codes, standards, and fiscal reporting requirements applicable to MCOE financial transactions, program development and control, school district fiscal solvency, and attendance procedures.
- Computer operations, software, and hardware used in the performance of accounting, budget analysis, fiscal analysis, and fiscal reporting responsibilities.

Skill and Ability to:

- Demonstrate strong written and oral communication skills.
- Perform a variety of accounting, budget development, analysis, monitoring, and expenditure work as well as fiscal analysis and monitoring work related to financial and accounting transactions.
- Possess skills in the use of computerized accounting, financial management, and management information systems.
- Ability to plan, organize, and prioritize work assignments to meet requirements and facilitate workflow.
- Analyze, interpret, and apply pertinent codes, laws, rules, and regulations to professional accounting work, attendance accounting, budget analysis work, fiscal solvency, and financial transactions.
- Identify problem areas or situations, evaluate problem causes, and take appropriate action to resolve identified problems.
- Make arithmetical calculations quickly and accurately and identify and correct errors in arithmetical calculations made by others;
- Demonstrate highly professional demeanor to effectively represent the MCOE in working with internal and external clients
- Establish and maintain a cooperative working relationship with those contacted in the course of assigned responsibilities.
- Provide trainings to school districts
- Demonstrate a high degree of competence, initiative, communication and organizational skills.
- Make independent decisions of significant impact or consequence.

LICENSES AND CERTIFICATIONS:

- Valid California driver license plus proof of car insurance.