

MONTEREY COUNTY OFFICE OF EDUCATION

SENIOR ACCOUNTANT FINANCE AND BUSINESS SERVICES

CLASSIFICATION: Classified Management

SALARY LEVEL: 73

WORK YEAR: 227

DEFINITION:

Under the direction of the Senior Director of District Advisory Services (DAS), the Senior Accountant is responsible for performing a variety of complex financial, budgeting, and analytical duties in the District Advisory Services Department for the Monterey County Office of Education (MCOE). This position is responsible for ensuring the financials for the county office are maintained with integrity as well as compliant with all applicable financial reporting requirements.

SUPERVISOR:

Senior Director, District Advisory Services

POSITION(S) SUPERVISED:

Classified staff assigned

QUALIFICATION REQUIREMENTS:

To perform a 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 individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Reconcile sub-ledger to general ledger account balances
- Prepare financial statements
- Reconcile monthly assigned Clearing Accounts
- Review accuracy of school district daily deposit and transmit to Monterey County Treasury
- Review and approve district wire transfers before posting to financial system
- Reconcile redeemed warrants and ACH wires to Auditor-Controller daily statement
- Ensure proper accounting of Tax Revenue Anticipation Notes before remittance
- Assist in the internal control review process
- Review and approve county journal entries, for tax revenues, and state apportionments
- Reconcile report of local taxes prepared by County Auditor-Controller
- Assist with audit fieldwork for both MCOE and external clients
- Research and correct accounting discrepancies
- Assist with developing complex audit reports
- Supervise assigned staff

- Reconcile sub-ledger to general ledger account balances, prepare financial statements, assess internal controls which includes risk assessment and review of risk areas, assist with budget preparation, plan the monthly budget variance analysis, maintain and reconcile fixed asset schedules, assist with internal control evaluations, and assist accounting staff
- Technical Assistance
Provide assistance, services and information to county office departments, school districts, employees, or agencies regarding specific financial and/or statistical records; assist staff in the development and delivery of in-service training programs on all related areas; resolve accounting or financial discrepancies by conferring with school districts, County office programs, or vendors, returning input where discrepancies are significant
- Accounting
Serves as a lead to coordinate and direct the work of accountant and accounting technicians; oversee the processing of accounting transactions, items to be audited, and processing of payroll, and other warrants, and related reporting systems
- Related Activities
Will assist in the training of MCOE staff and external clients; and performs all other related duties as assigned. Provide information to the Senior Director of DAS, Senior Executive Director, or Associate Superintendent on all matters related to business and financial affairs.in the areas of responsibility
- Support and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

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 and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient 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 in accounting, finance or business related field
- Three (3) years of related accounting experience
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) preferred

Knowledge of:

- Generally Accepted Accounting principles (GAAP)
- Standardized account code structure (SACS)
- Financial management practices and principles
- California Education Code, laws and regulations affecting school business
- Accounting, auditing, budgeting, financial analysis and research techniques as they apply to schools
- Personnel administration

Skills and Abilities:

- Provide budget and long-range financial planning
- Establish and maintain the business processes calendar
- Establish procedures and priorities
- Ensure deadlines are met
- Conduct special projects as assigned
- Maintain specialized records for audit review
- Compose correspondence, memoranda and reports independently from verbal instructions
- Communicate in critical situations, orally and in writing with business and education leaders
- Intermediate to advanced use of Excel and other MS Office applications
- Direct and train others of comparable skills

Licenses and Certifications:

- California Driver's License with evidence of insurability

Desirable Qualifications:

- Master's degree in a relevant field
- Bilingual/Biliterate in Spanish

Approved 03.01.16
Revised: 07.25.18