

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE:	Accountant
SALARY PLACEMENT:	Confidential Employee Salary Schedule

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Director of Fiscal and Purchasing Services/the Senior Director of Facilities and Operations/the Accounting Manager, the Accountant is responsible for performing a variety of complex, technical accounting and budgeting applications including preparing and reconciling billings and accounts receivable; compiling, auditing and maintaining pupil attendance data, cafeteria, and student body records; preparing, maintaining, and processing assigned financial and statistical records, journals and reports, in accord with Board Policy, Administrative Regulation, and State Accounting Manual parameters.

SUPERVISOR:

Director of Fiscal and Purchasing Services/Senior Director of Facilities and Operations/Accounting Manager

TYPICAL DUTIES:

- Coordinates district-wide student attendance data collection
- Submits enrollment reports to Superintendent and Board
- Prepares all district and state required attendance reports
- Compiles and reconciles data
- Provides training and support to district staff on attendance and financial software systems
- Acts as liaison with the California Department of Education on attendance-related matters
- Acts as liaison with the Office of Public School Construction on construction expenditure related issues
- Oversees accounts receivable functions and the deposit of any other cash receipts
- Monitors and maintains Federal, State and local budgets
- Communicates with site managers regarding budget and accounting matters
- Compiles, maintains and reconciles budget and accounting records for all district funds
- Compiles, audits, maintains and reconciles student body records
- Compiles, audits, maintains and reconciles inventory records, facilities, construction and state school building program records
- Prepares and processes State and Federal reports as required
- Reconciles and verifies complex accounting and statistical records
- Assists in year-end closing and budget development process
- Provides technical support for the Business Services Department
- Other duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Theory, principles, and practice of fiscal administration, including accounting, cash flow, budget development and budget management
- Office management principles, methods, and procedures
- Relevant State and Federal laws, regulations and procedures

- Contract labor and lien processes and procedures
- Student Body practices, procedures and fiscal administration
- Accounting and computer terminology
- Computer applications, particularly electronic spreadsheet and database

Ability to:

- Effectively utilize standard computer applications
- Display knowledge and understanding of accounting and auditing standards
- Plan and establish priorities and simultaneously perform a variety of complex accounting and budgeting activities
- Communicate effectively with a diverse base of individuals
- Work efficiently under stringent time deadlines
- Prepare and present clear and concise reports

EDUCATION:

Combination of education and training equivalent to four years of college with focus in accounting; computer application principles and practices; or related field.

EXPERIENCE:

Three years of increasingly responsible technical accounting experience.

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TESTING:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.

Adopted: February 21, 2001
 Revised: March 19, 2008
 Revised: July 15, 2009
 Revised: November 16, 2016