

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE: Accountant
SALARY PLACEMENT: Confidential Employee Salary Schedule

SUMMARY:

Under the supervision of the Director of Fiscal Services, the Senior Director of Facilities and Operations, the Accountant is responsible for performing a variety of complex, technical accounting and budgeting applications including preparing and reconciling accruals; compiling, auditing and maintaining pupil attendance data, and cafeteria; 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 Services/Senior Director of Facilities and Operations

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Coordinate District-wide student attendance data collection.
2. Submit enrollment reports to Superintendent and Board.
3. Prepare all District and State required attendance reports.
4. Compile, audit, maintain, and reconcile complex fiscal reports.
5. Provide training and support to District staff on attendance and financial software systems.
6. Act as liaison with the California Department of Education on attendance-related matters.
7. Act as liaison with the Office of Public School Construction on construction expenditure-related issues.
8. Monitor and maintain Federal, State and local budgets, applying insights to optimize performance and assure alignment with regulatory requirements.
9. Analyze highly complex problems with budgets and take immediate appropriate action to remedy issues.
10. Manage the development and dissemination of information to District personnel, including budget reports, income and expenditure projections, complex financial information for various funds, forecasts, future revenues and expenses.
11. Communicate with site managers regarding budget and accounting matters.
12. Compile, maintain and reconcile budget and accounting records for all District funds.
13. Review and approve financial transactions based on assigned budgets.
14. Compile, audit, maintain and reconcile facilities, construction and state school building program records.
15. Prepare and process State and Federal reports as required.
16. Reconcile and verify complex accounting and statistical records.
17. Assist in year-end closing and budget development process.
18. Provide technical support for the Business Services Department.
19. Other duties as assigned.

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
- 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
- Understand and carry out required work assignments without immediate supervision
- Establish and maintain cooperative working relationships and communicate effectively
- 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.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

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.

WORK REQUIREMENTS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: February 21, 2001

Revised: March 19, 2008

Revised: July 15, 2009

Revised: November 16, 2016

Revised: May 15, 2024

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education or Director of Personnel Services at (916) 624-2428 or by email at titlexcoordinator@rocklinusd.org.

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