

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: PROGRAM ACCOUNTANT**

### **RANGE: 31**

### **BASIC FUNCTION:**

Under the direction of the Manager, Fiscal Services, perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining the financial records of an assigned program; provide administrative support in the review, analysis and development of designated budgets and accounts; prepare and audit a variety of financial, statistical and budgetary reports, statements and records.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform professional accounting and budgetary work involved in developing, establishing, analyzing, auditing, reconciling and maintaining the financial records of an assigned program; assure financial activity of assigned accounts complies with applicable laws, codes, rules, regulations, policies and procedures.

Provide administrative support in the review, analysis and development of designated budgets and accounts; monitor, evaluate and reconcile accounts related to assigned funds and budgets; prepare income and expenditure projections to assist with budget preparation as directed; analyze program and project costs and provide recommendations concerning budgetary allocations as assigned.

Prepare and audit a variety of financial, statistical and budgetary reports, statements and records related to income, expenditures, reconciliations, budgets and assigned accounting functions; review and analyze financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles.

Calculate, post, audit and adjust journal entries; update accounts to reflect revenue and expenditures; audit accounts for errors and make appropriate adjustments; reconcile various fiscal statements to assure accurate fund accounting; assure financial statements and cash amounts match organizational records as assigned; initiate account transfers and other transactions as needed.

Provide consultation to administrators and personnel concerning assigned program accounting and budgetary activities and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related standards, practices, laws, codes, regulations, policies and procedures.

Input a wide variety of financial and statistical data into an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized reports; assure accuracy of input and output data.

Perform a variety of special accounting projects in support of assigned functions as required;

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research, compile, assemble and analyze a variety of financial, statistical and budgetary information; participate in the investigation and resolution of financial issues, errors and discrepancies.

Prepare, review and evaluate various financial documents and correspondence as assigned; assure mandated reports are completed and submitted to appropriate agency or personnel according to established time lines; prepare and update manuals and records for assigned program as directed.

Communicate with personnel and a variety of outside organizations to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Prepare reports and participate in various interim and year-end closing activities.

**OTHER DUTIES:**

Train and provide work direction to staff as assigned; respond to questions and assist staff as needed.

Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to assigned accounting functions.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Methods, procedures and terminology used in accounting work.
- General accounting and business functions of an educational organization.
- Generally Accepted Accounting Principles.
- Analysis of complex financial statements and reports.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Preparation, review and control of assigned accounts.
- Budgeting practices regarding monitoring and control.
- Financial analysis and projection techniques.
- Research and statistical evaluation techniques.
- Applicable laws, codes, regulations, policies and procedures.
- Technical aspects of field of specialty.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

- Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records.
- Provide administrative support in the review, analysis and development of designated budgets and

accounts.

Prepare and audit a variety of financial, statistical and budgetary reports, statements and records.

Compare numbers and detect errors efficiently.

Prepare and analyze comprehensive accounting reports.

Reconcile, balance and audit assigned accounts and budgets.

Provide consultation concerning assigned accounting and budgetary activities and related functions.

Reconcile various fiscal statements to assure accurate fund accounting as assigned.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Add, subtract, multiply and divide quickly and accurately.

Maintain accurate financial and statistical records.

Analyze financial data and prepare reports, forecasts and recommendations.

Meet schedules and time lines.

Operate standard office equipment including a computer and assigned software.

Determine appropriate course of action within clearly defined guidelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in accounting or related field and three years of professional accounting experience performing varied financial analysis, record-keeping and report preparation duties.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.