

**ACCOUNTANT- EXTERNAL**

**Definition:**

To participate in the establishment and maintenance of accounting systems and procedures for the County Office and school districts of Sonoma County; to provide fiscal information to others and to perform related duties as assigned.

**Distinguishing Characteristics:**

This job class requires knowledge of governmental accounting procedures, practices and methods and is responsible for exercising independent judgment and decision-making skills regarding standard accounting procedures for school districts and charter schools of Sonoma County.

**Supervision Exercised and Received:**

Employees in this class receive limited supervision from the Director of External Fiscal Services in the area assigned, within a broad framework of policies and procedures.

**Examples of Duties and Responsibilities:**

*Duties and responsibilities may include, but are not limited to, the following:*

- Performs professional and technical accounting work in the maintenance of financial records and preparation of financial reports for school districts or charter schools of Sonoma County.
- Prepares and/or assists in the preparation of the annual budget; modifies or updates budgets.
- Act as a business manager of a school district or charter school for limited periods of time which may include attending and presenting information at LEA board meetings, as deemed necessary.
- Assists in the design, modification or update of budgeting and accounting systems and procedures.
- Acts as a resource person providing information and assistance to in-house staff and school district/charter school personnel.
- Processes, analyzes and completes a variety of financial documents and reports including the Local Control Funding Formula (LCFF) and special education funding reports.
- Analyzes and reviews funding sources in order to maximize revenues.
- Reviews incoming documents from either school districts or charter schools for the purpose of verifying coding and/or correctness of transactions; takes appropriate action in case of error.
- Oversees preparation of inter-district transactions and special project transactions.
- Effectively monitors accounting for categorically funded projects.
- Prepares and/or assists with year-end closing and in the preparation of adjusting entries.
- Audits data on various reports submitted to the County Superintendent by school districts and charter schools for certification.
- Reviews school district Local Control Accountability Plans (LCAP) to determine if there are sufficient expenditures in their adopted budget to implement the LCAP and adhere to the expenditure requirements for funds apportioned for its unduplicated pupil count.

**Employment Standards:**

**Knowledge of:**

- Governmental budgetary preparation and control.
- Modern accounting principles, practices and procedures.
- Governmental accounting and auditing procedures, requirements, standards and regulations.
- Data processing as it relates to financial record keeping.
- California State school finance laws and regulations.
- Basic office methods, practices and procedures including financial record keeping.
- Escape accounting systems is preferred.

**Ability to:**

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources.
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files.
- Maintain an orderly work environment and perform tasks in prescribed and safe manner.
- Establish and maintain cooperative-working relationships with those contacted during performance of job duties.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Understand and apply principles, techniques and procedures required for effective job performance.
- Apply the principles of governmental budgeting, auditing and accounting.
- Comply with laws and regulations applying to school district accounting operations.
- Conduct financial analysis and do other statistical research.
- Utilize on-line fiscal accounting systems.
- Plan, implement and participate in the preparation of accounting reports.
- Accurately check, verify and analyze a variety of accounting data and draw sound conclusions.
- Prepare SACS financial interim reports, Adopted Budgets, Unaudited Actuals and year-end close accounting entries.

**Education and Experience:**

*Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance supplemented by formal training in the principles, theory and standard procedures of accounting in public finance or in public or business administration.

**Experience:**

- Increasingly responsible, technical accounting or auditing experience, preferably including some experience in a California public school district, county office of education, community college, government or equivalent work setting.

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.