

Accountant – External Business Services

Purpose

The job of External Business Accountant is done for the purpose/s of providing support to county office/district accounting activities with specific responsibility for ensuring that overall fiscal policies, practices and/or regulations meet compliance requirements; maintaining accurate account balances; providing district fiscal support/oversight; ensuring efficient use of financial resources; and providing financial information, guidance and recommendations to the county office/district administration.

This job reports to the Director of External Business Services.

Essential Functions

Analyzes and reconciles financial statements and cash fund balances for the purpose of verifying accuracy of information, maintaining accurate balances, and complying with accounting practices.

Assists with facilitation of department hosted meetings and presents a wide variety of financial information (e.g. accounting processes, financial summaries, etc.) for the purpose of communicating information, gathering feedback, and ensuring adherence to established procedures and controls.

Collaborates with department staff and district personnel for the purpose of resolving financial and accounting issues and coordinating communication between county office/districts and federal, state, and local agencies.

Coordinates a wide variety of accounting projects (e.g. database development, financial analyses, grant reports, special projects, etc.) for the purpose of providing required guidance and support.

Implements accounting procedures (e.g. prepare, review, and approve journal entries, cash transfers, and apportionment distributions; post local property taxes and interest apportionments, etc.) for the purpose of maintaining financial controls between the county office/district funds and the county treasury records, and ensuring compliance with established accounting practices and all applicable regulatory requirements.

Monitors department process improvement and develops reporting processes, procedures, and internal controls (e.g. cash reconciliation, federal/state reporting, etc.) for the purpose of maintaining the efficient flow of financial processes.

Participates in department and organization meetings, in-service trainings, workshops, etc. (e.g. Fiscal Advisory, Payroll Users Group, etc.) for the purpose of conveying and/or gathering information required to perform job functions.

Prepares and submits state and federal reports (e.g. financial, pupil attendance, quarterly taxes, etc.) using business and state software applications for the purpose of complying with relevant state, federal and/or program accounting requirements.

Prepares a wide variety of finance-related documents (e.g. statistical information on financial trends; reports, operating recommendations, policies; year-end closing functions, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Provides technical expertise and direction to staff and administration regarding accounting issues and related financial activities (e.g. corrective actions to improve fiscal operations and efficiencies, etc.) for the purpose of conveying pertinent information regarding the organization's financial operations and ensuring compliance with established policies, practices, and regulatory requirements.

Provides training and guidance to department staff and district personnel regarding proper accounting practices (e.g. processing cancelled warrants, pay history adjustments, W-2/1099 audits, etc.) for the purpose of ensuring compliance with regulatory requirements.

Researches a wide variety of financial and administrative topics for the purpose of providing information and/or recommendations that impact the organizations operations.

Responds to inquiries from a wide variety of internal and external sources (e.g. department staff, district personnel, government agencies, etc.) for the purpose of providing information, direction and/or appropriate referrals.

Reviews financial, accounting, and budgetary records including annual budgets, interim reports, and unaudited actuals for the purpose of providing fiscal oversight in accordance with applicable laws, codes, regulations, and procedures.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency: Associates degree in job-related area or industry related certification (i.e. Certified Business Officer Certification) with job related experience.

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

11/4/2020

Salary Grade

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