

Accountant – Internal Business Services

Purpose

The job of Accountant – Internal Business Services is done for the purpose/s of providing support to department activities with specific responsibility for ensuring that overall fiscal policies, practices and/or regulations meet compliance requirements; maintaining accurate account balances; evaluating feasibility of services within budget parameters; ensuring efficient use of financial resources; and providing financial information, guidance and recommendations to the department administration.

This job reports to the Director of Internal Business Services.

Essential Functions

Analyzes financial information (e.g. meets with department representatives to develop budgets, etc.) for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.

Assists auditors (e.g. provides audit function for internal control, federal and state compliance, etc.) for the purpose of providing requested supporting documentation, information on internal processes, and/or coordinating activities in support of the audit process.

Collaborates with other administrative personnel and/or outside agencies (e.g. COE personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs in accordance with established financial policies, practices, laws and/or regulatory guidelines.

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

Develops reporting processes, procedures and internal controls (e.g. fixed asset policies, state regulations and requirements, etc.) for the purpose of maintaining the efficient flow of financial

Implements accounting procedures (e.g. review and approve budget transfers, transfer vouchers, journal entries, and cash transfers; audit reports to verify data, etc.) for the purpose of providing internal financial controls throughout the organization and ensuring compliance with established accounting practices and all applicable regulatory requirements.

Monitors expenditures against budget and/or a wide variety of account information for the purpose of ensuring the accuracy of reported information, availability of funds, and compliance with established financial guidelines and program policies, practices and regulatory requirements.

Participates in unit meetings, in-service training, workshops, schools/offices, etc. (e.g. Head Start, Special Education, Alternative Education, etc.) for the purpose of conveying and/or gathering information required to perform job functions.

Prepares a wide variety of finance-related documents (e.g. statistical information on negotiated settlements; reports, operating recommendations, policies; year-end closing functions such as calendar, checklist resources balancing and preparation of schedules for closing audit process, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Presents a wide variety of financial and reported information (e.g. budget overviews, accounting processes, distribution formulas, financial summaries, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

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 organizations financial operations and ensuring compliance with established policies, practices and regulatory requirements.

Reconciles fiscal information and account balances for the purpose of verifying accuracy of information, maintaining accurate balances and complying with accounting practices.

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. staff, government agencies, etc.) for the purpose of providing information, direction and/or appropriate referrals.

Trains department and COE staff regarding proper accounting practices (e.g. accounts payable; school management and clerical support staff, etc.) for the purpose of ensuring compliance with the fund account and generally accepted accounting principles.

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:

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

10/15/2019

Salary Grade

105