

Enterprise Elementary School District Job Description

Job Title: Accountant (Confidential Position)
Department: Business Services
Reports To: Chief Business Official or designee
Range: G
Prepared By: Human Resources
Prepared Date: February 13, 2018
Approved By: Board of Education
Approved Date: February 28, 2018

SUMMARY: Under the general supervision of the Chief Business Official or designee; Works independently and/or as a team to support charter school(s) and District accounting at the District and/or site level, such functions include, but are not limited to, budgeting, auditing, report preparation, analysis and interpretation of financial reports, supervise /evaluate assigned staff and other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and maintain positive relationships with public officials, school employees, parents and students using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Act as liaison for chartering district over relevant issues.
- Assist with charter school administrative tasks.
- Development, adjustment and provide oversight of assigned budgets.
- Review correspondence for financial and operational compliance issues.
- Develop and monitor a calendar for charter school compliance deadlines.
- Research charter school compliance issues.
- Accounting assistance for charter schools such as, but not limited to, LCAP, audit support, report preparation, build/monitor budgets, administration consultation, provide detailed analysis and application of cost allocations, process related journal entries, etc.
- Assist with preparation of purchase orders.
- Assist with attendance monitoring and compliance reports.
- Assist with charter school credential monitoring.
- Assist with data collection and data entry.
- Responsible for labor negotiations preparation and support.
- Attends in-service training, provides in-service training as required.
- May be required to assign duties, supervise the daily activities and provide input to the evaluation of other business services and/or charter school employees.
- Ability to drive own vehicle as necessary to complete assigned duties and responsibilities.
- Performs other related duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION and/or EXPERIENCE: Bachelor's Degree from a four-year college or university in business administration or related field and/or two years of experience with related duties. Alternative qualifications may be considered based on coursework and/or experience as related to the essential duties and responsibilities.

LANGUAGE SKILLS: Ability to read, analyze and interpret documents, general business periodicals, professional journals, technical procedures or governmental regulations. Ability to prepare or assist with writing reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff and/or the general public. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well administrators, staff, and members of the public.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid California Driver's License

MATHEMATICAL SKILLS: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, Standard English.

OTHER SKILLS AND ABILITIES: Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to operate office equipment such as, but not limited to, multi-line phone system, copy machine, fax machine, scanner, etc. Ability to utilize a computer for a wide variety of applications. Ability to interact in an open, friendly business-like manner.

PHYSICAL DEMANDS: 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 and hear. The employee is frequently sitting; required to stand; walk; use hands and fingers to touch, handle, or feel objects, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 30 pounds; lift greater than 30 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is subject to inside and occasionally outside environmental conditions; may be exposed to biohazards and sharp objects; may be required to use vehicle in the course of employment, and may be required to work at a video/computer terminal for prolonged periods. The noise level in the work environment is usually moderate.



Superintendent

2-28-18
Date



Board Approval (Clerk)

2-28-18
Date