



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Accountant II – Financial Operations	Business Services	Director of Financial Operations

<b>Position No:</b> 75031	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> P05B or P05M	<b>Date Approved:</b> 8/19/94
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 6/29/04; 11/20/14; 1/10/18; 6/2/22

<b>JOB GOAL</b>
To assist the Director of Financial Operations in maintaining, analyzing, and balancing the accounting records of the District.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. Bachelor's Degree in Accounting, Finance, Business Administration, or other relevant Business/Management Degree.</li> <li>2. Three (3) years accounting experience.</li> <li>3. Ability to perform the functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To manage the financial reporting of the of the assigned fund (general, capital, internal, food service or debt), including payroll, expenditures, budget, balance sheet, and financial statements, etc.</li> <li>2. To comply with State, Federal, grant and other reporting requirements as necessary.</li> <li>3. To assist with procedures, recordkeeping, and monthly bank reconciliations for assigned accounts.</li> <li>4. To assist in preparation of financial reports, cash receipts, and other financial reports.</li> <li>5. To assist with budget preparations and monitoring, including financial and staffing.</li> <li>6. To assist with procedures and recordkeeping.</li> <li>7. To perform assigned tasks in a timely and efficient manner.</li> <li>8. To perform assigned tasks with a high standard of quality and attention to detail.</li> <li>9. To perform other duties as assigned by supervisor.</li> </ol>

<b>PHYSICAL DEMAND CLASS:</b>
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.