



JOB TITLE	DEPARTMENT	REPORTS TO
Accountant II – Financial Reporting	Business Services	Director of Financial Reporting

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

JOB GOAL
To assist the Director of Financial Reporting in maintaining, analyzing, and balancing the accounting records of the District.

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

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

PHYSICAL DEMAND CLASS:
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.