



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: ACCOUNTANT
REPORTS TO: Director of Fiscal Services/Budget **SITE:** District Office
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month
SALARY: Range 150
APPROVED BY THE BOARD OF TRUSTEES: June 9, 2022

JOB SUMMARY:

Under limited direction, coordinates the work of others and/or directly performs complex and accurate fiscal and budget analysis, reconciliations, and postings; prepares and assists in the preparation of financial statements, reports, project proposals, and attendance reports; performs audits of records and project expenditures for compliance with GAAP, Federal and State laws and regulations; and performs related work as required, consistent with the job description.

ESSENTIAL FUNCTIONS:

1. Perform specialized budgeting and accounting functions requiring knowledge of specific budgeting and accounting procedures.
2. Research complex problems to their conclusion and work with supervisor to assure resolution of such problems.
3. Review and prepare budgets and fiscal analysis, statements, and reports that are clear and accurate.
4. Review District's independent audit reports for noncompliance items, proposes and implements compliant procedures.
5. Audit records, project expenditures and internal controls for compliance with GAAP, SACS, Federal and State laws and regulations.
6. Perform on-site audits of District operations.
7. Reconcile County cash, bank statements, and general ledger accounts.
8. Prepare and/or coordinate the preparation of payroll, receivables, and payable reports and analysis as needed.
9. Prepare and/or coordinate the compiling and filing of various reports with other governing agencies.
10. Understand and carry out oral and written directions.
11. Establish and maintain cooperative working relations with those contacted in the course of work.
12. Develop and conduct in-service training to provide technical assistance and guidance to department and school site personnel on budgets, fiscal accounting, pupil attendance, and related software programs.
13. Serve as a lead contact person with other departments and school sites on the status of their accounts.
14. Prepare narratives, reports findings and makes recommendations.
15. Develop and update operating and instruction manuals, as it relates to the job duties.
16. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

EDUCATION:

- AA Degree in Accounting required, BA Degree preferred.

EXPERIENCE:

- Minimum two years professional accounting experience performing varied financial analysis, auditing, budget development, record-keeping and report preparation duties.
- Minimum of one year of California School District or County Office of Education experience preferred, specifically with State Reporting of Attendance and Finance.

KNOWLEDGE OF:

- Methods, procedures and terminology used in professional accounting work.
- Accounting and fiscal systems, policies, procedures and practices.
- Generally accepted accounting principles, particularly as applied to governmental accounting for public school.
- Bookkeeping and financial record-keeping principles.
- State school accounting laws, practices and procedures.
- The types and uses of modern accounting office machines.
- Modern office practices, procedures and equipment.
- District organization, operations, policies and objectives.

ABILITY AND SKILLS EXPERIENCE:

- Track projects; prepare budget transfers; and analyze accounts.
- Establish and maintain accurate financial records and files.
- Gather, review and evaluate data and information for compliance with established procedures and controls.
- Analyze and resolve problems and draw accurate conclusions.
- Operate a personal computer and recommend appropriate software as needed.
- Work independently with minimal direction and use sound judgment within the framework of policies, procedures and guidelines.
- Meet schedules and time lines.
- Plan and organize work.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Use interpersonal skills including tact, patience and courtesy.
- Establish and maintain cooperative and effective working relationships with others in the course of work; and work productively and cooperatively with others of diverse cultural and socio-economic backgrounds.
- Remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment subject to constant interruptions.
- Noise level in working environment moderate to high.

PHYSICAL REQUIREMENTS:

- Ability to read hand-written and fine printed materials.
- Ability to hear conversation in person and on the telephone.

- Ability to speak in an understandable voice.
- Ability to sit or stand for extended periods of time.
- Ability to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Ability to lifting 30 lbs. maximum or carrying any object weighing 20 to 30 lbs.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprint.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

Click on the links below to view our District's Racial Equity Policy and Regulation.

- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)
- [Equity Flyer](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.