



## **ACCOUNTANT**

### **DEFINITION**

Under the general direction and supervision of the ***Executive Director of Business Services*** ~~Chief Business Officer (CBO)~~ or designee, commits to honoring the Mission and Vision of the San Gabriel Valley ROP. Plan, organize, and perform general and advanced school accounting and fiscal functions, with integrity and transparency. This is a classified confidential position.

### **EXAMPLES OF DUTIES**

1. ***Commits to honoring the Mission and Vision of the San Gabriel Valley ROP***
2. ***Serve as a fully engaged and participating member of the ROP staff, and member of Business Office. May serve on ROP staff committee assignments as requested by the Executive Director of Business Services, or Accounting Supervisor.***
3. Perform accounting duties in accordance with ROP policy and laws in the assigned area of responsibility, including (but not limited to): employee payroll processing, tax administration, benefits administration and payments, ~~student Pell accounts~~, accounts payable, accounts receivable, budgeting, purchasing, inventory control, attendance accounting, and special grant programs.
4. Assist ***Executive Director of Business Services and/or Accounting Supervisor*** and business services staff with business activities and accounting functions, in support of the department, including generate ledger accounting and standard journal entries; perform standard and complex accounting and fiscally-related technical clerical functions, requiring the use of independent judgment. Research, compile, analyze, audit, and maintain complex and technical accounting data and records; prepare comprehensive financial and statistical reports related to ROP accounts, budgets, cash flow and assigned activities. Reconcile financial discrepancies and correct errors and inconsistencies in financial entries, documents, and maintain subsidiary ledgers. Assure mandated reports are completed according to established time lines.
5. Participate in the development, maintenance, and control of ROP budgets. Assure compliance with established guidelines, rules, regulations, and procedures, affecting budgetary actions.
6. Monitor the effectiveness of internal accounting controls and make recommendations for changes when needed. Audit accounting records for accuracy, completeness, and compliance with accepted standards.
7. ***Accounts Payable, Requisitions & Purchasing:***
  - ~~*Upon receiving opened mail from front desk, Email, In person Accounts Payable and Requisitions—*~~
  - ***Identify Accounts Payable & Requisitions coding,***
  - ***Enter Accounts Payable and Requisitions invoice to accounting system***
  - ***Accumulate Accounts Payable & Requisitions Invoices for approval for periodic review and approval by Accounting Supervisor***
  - ***Process payment – Checks, EFT, Auto Deduct, Wires (preferably on a weekly basis, however, on occasion, emergency or immediate processing may be necessary)***
  - ***Daily Accounts Payable Reconciliation – Balance A/P sub-ledger with General Ledger for accuracy,***

- *Weekly AP reconciliation with Weekly AP processing batch (if multiple batches in a week, attach each reconciliation with each batch)*
8. Accounts Receivable/Billing:
- Reconcile ~~Identify~~ any checks and/or cash into daily check log (validate entries by Administrative Assistant)
  - ~~Upon receiving opened mail from front desk, Email, bank account, In-Person Payments:~~
  - Daily review of bank account. Identify any deposits to bank account.
  - Identify Accounts Receivable Coding or Direct Application to Revenue GL Account
  - Enter Accounts Receivable Deposit to accounting system
  - Accumulate Process Accounts Receivable Daily Deposits (for physical deposit), for daily approval by the Accounting Supervisor
  - ~~Process for physical deposit – Any checks or cash~~
  - Record any EFT's, Automatic Payments or Outgoing Wires
  - Policies & Procedures – Periodic Updates and Review
9. Inventory & Fixed Asset Management:
- Assure compliance w/ established guidelines, rules, regulations, and procedures affecting Inventory Control
  - Prepare & maintain records, files & catalogs related to the ROP's purchasing function, such as: Purchase Orders, Reports, Correspondence, Bid Specifications/Awards, Vendor Files, Requisition Logs, Quotations & other Purchasing Forms and Materials as assigned.
  - Review all purchase order requests for completeness, accuracy, cost effectiveness, and adherence to standards, codes, policies & procedures.
  - Provide Inventory control duties
  - Coding of requisitions
  - Posting of requisitions
  - Receiving of requisitions
  - Prepare accurate financial data for internal or external processing
  - Prepare accurate purchase order schedule and ROP inventory disposal lists for submission to management
  - Establish and maintain accurate ROP and partner District inventory data, equipment disposal lists, purchase orders, and other files and/or records as required
  - Receive and process delivered purchases for completeness; mark newly purchased equipment as ROP property, when applicable, and update inventory records
  - Deliver processed purchases to various site locations
  - Coordinate service repairs for equipment
  - Communicate effectively with District personnel and outside agencies orally and in writing
  - Communicate effectively with vendors to answer questions regarding past due invoices and other information
  - Notify personnel and vendors of approvals and extensions and changes to purchase orders.
  - Prepare and update vendor lists and records.
  - Provide information requested by bidders and vendors.
  - Type and prepare requisitions, bids, purchase orders and other documents as directed.
  - Weekly reconciliation of inventory records
  - Policies & Procedures – Periodic Updates and Review

**10. Payroll – Timekeeping – Taxes – Benefits:**

- Payroll Timekeeping & position control
- Allocation to appropriate departments, grants & divisions
- Process Payroll
- Accurate input of Payroll Accounting Entries
- Payroll allocations as appropriate – Departments, Grants, Divisions, Locations, Company Level
- Balance General Ledger Entries each payroll
- Update and entry of new benefits as required
- Reconcile Benefits Allocations to General Ledger
- Reconcile Payroll taxes to General Ledger
- Month End Balancing of all payroll activity to General Ledger
- Payroll Taxes reporting
- Annual W-2 Processing
- Annual Assistance of 990 Tax Filing – Payroll Related
- Policies & Procedures – Periodic Updates and Review

**11. Accounts Analysis & Budgeting:**

- Assist with any necessary account analysis
- Assist with any budgeting requirements needed by departments
- Initiate queries and generate computerized reports; assure accuracy of input and output data

**12. Month End Closing Duties – A/P & Requisitions:**

- Month End, run General Ledger Report.
- Month End, run Sub-Ledger Report.
- Reconcile and Balance the Month-End General Ledger to the Month End Sub-Ledger Report
- Provide Month End Reconciliation and Back Up to Accounting Supervisor at Month End Closing

**13. Month End Closing Duties – A/R & Billing**

- Monthly billing to appropriate parties
- Send monthly invoices and/or statement of accounts to appropriate parties
- Month End, run General Ledger Report
- Month End, run Sub-Ledger Report
- Reconcile and Balance the Month-End General Ledger to the Month End Sub-Ledger Report
- Provide Month End Reconciliation and Back Up to Accounting Supervisor at Month End Closing

**14. Month End Closing Duties – Inventory and Fixed Asset Management**

- Monthly reconciliation of inventory records
- Monthly reconciliation of fixed assets & depreciation
- Month End, run General Ledger Report
- Month End, run Sub-Ledger Report
- Reconcile and Balance the Month-End General Ledger to the Month End Sub-Ledger Report
- Provide Month End Reconciliation and Back Up to Controller at Month End Closing

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**15. Month End Closing Duties – Payroll – Timekeeping – Taxes – Benefits**

- Month End, run General Ledger Report
- Month End, run Sub-Ledger Report
- Reconcile and Balance the Month-End General Ledger to the Month End Sub-Ledger Report
- Provide Month End Reconciliation and Back Up to the Accounting Supervisor at Month End Closing

**16. General Administrative and Other Duties Assigned:**

- **Provide excellent customer service to visitors, students, District Staff and colleagues**
- **Provide accuracy in work functions (accuracy over expediency)**
- **Accurate & timely filing of all physical & electronic documentation**
- **Prepare communications, correspondence and reports as assigned**
- **Prepare and review forms for accuracy and completeness. Make corrections as appropriate and duplicate materials as needed.**
- **Assure Average Daily Attendance (ADA) and other mandated reports are completed according to established timelines.**
- **Communicate with personnel, administrators, outside agencies and the public to obtain, exchange information and resolve issues or concerns.**
- **Provide excellent customer service to all staff. Redundant**
- **Perform other duties as assigned**

**17. Technical Requirements (including, but not limited to):**

- **Microsoft Office Suite, all programs to intermediary proficiency or greater**
- **10-Key Proficiency**
- **Data control procedures and data entry operations**
- **Record retrieval and storage systems**
- **Methods of collecting and organizing data**
- **Accounting System Proficiency**
- **County Database Proficiency**
- **Los Angeles County Office of Education's PeopleSoft and HRS System Proficiency (may include BEST Systems implementation)**
- **Ability to secure confidentiality of all physical and electronic documentation**
- **Ability to operate general office equipment such as personal computer, postage meter, copy machine, printer, fax machine and other necessary equipment**

Establish and maintain filing systems.

~~18. Provide customer service to visitors, students, and District staff.~~

~~19. Accept payments from students.~~

~~20. Prepare communications, correspondence, and reports, as assigned.~~

~~21. Maintain and classify a variety of records, including confidential and sensitive materials.~~

~~22. Review forms for accuracy and completeness, make corrections as appropriate, and duplicate materials as needed.~~

~~23. Initiate queries and generate computerized reports; assure accuracy of input and output data.~~

~~24. Participate in a variety of other activities, such as: answering phones, updating various forms, composing informational materials and correspondence, and ordering supplies.~~

~~25. Communicate with personnel, administrators, outside agencies and the public to obtain and exchange information, and resolve issues or concerns.~~

~~26. Perform other related duties as requested or assigned.~~

**QUALIFICATIONS**

1. Requires Bachelor degree in Accounting, Business Management with Accounting concentration; Finance with Accounting concentration.

2. Any combination of education, training and/or experience demonstrating ability to perform required duties. For example: Bachelor's degree with a major in accounting or related field and 2 years of work experience.
3. Proficiency in computerized accounting databases and software programs, including (but not limited to) Microsoft Office.
4. Proficiency in PeopleSoft and Los Angeles County of Education HRS System preferred.
5. Desirable Experience in Grants Management and Grant Accounting.

### **KNOWLEDGE OF**

1. Basic principles of accounting (GAAP, GASB) and Auditing Standards.
2. Methods, practices, and procedures pertaining to school accounting, purchasing, accounts receivable, accounts payable, inventory management, budgeting, payroll, timekeeping, benefits reconciliation, and fiscally-related record management systems.
3. Grants management and accounting, including procedures to draw down on grants.
4. Policies and procedures related to accounting, purchasing, and business activities.
5. District rules, regulations, procedures, and policies.
6. Applicable State and Federal laws, codes, regulations, policies and procedures.
7. Effective office principles, procedures, and practices, including filing systems and maintenance, telephone etiquette, and report writing.
8. Correct usage of English grammar, punctuation, vocabulary, and spelling.
9. Principles of effective leadership, training, and customer service.
10. Current technologies, personal computer, and associated software application programs utilized for accounting, word-processing and data-base system purposes.
11. Record-keeping and report preparation techniques.
12. Data control procedures and data entry operations.
13. Record retrieval and storage systems.
14. Methods of collecting and organizing data and information.
15. Basic mathematics.

### **ABILITY TO**

1. Establish, balance, verify, reconcile, adjust, and maintain accurate accounting and fiscally- related records and reports.
2. Understand and carry out verbal and written directions with minimal supervision.
3. **Serve with Integrity and Transparency**
4. Interpret, communicate, and apply laws, regulations, and District policies and procedures.
5. Successfully prioritize, organize, and complete tasks to meet established deadlines.
6. Multi-task under pressure while maintaining excellent customer service.
7. Establish and maintain a variety of filing systems related to assigned fiscal activities.
8. Prepare accurate, clear and comprehensive reports.
9. Analyze data and information and formulate accurate conclusions.
10. Utilize accounting database management systems and software programs proficiently and accurately.
11. Operate a variety of office equipment, including, but not limited to: personal computer, copy machine, printer, fax machine, calculator, postage meter, and other peripheral equipment.
12. Communicate effectively and respectfully with students, instructors, District staff, parents, and public in general demonstrating tact, discretion, patience, and courtesy.
13. Establish and maintain effective working relationships with those contacted in the course of the work day.
14. Develop databases for data entry and retrieval, based on District and program needs.

15. Use independent judgment in performing complex and responsible work.
16. Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors.
17. Collaborate successfully with other departments.
18. Display the highest level of integrity and maintain confidentiality.

### **PHYSICAL ABILITY**

While performing the duties of this job, the employee is frequently required to use hands and fingers to handle, feel objects, tools or controls, talk, or hear. This type of work involves sitting for extended periods of time along with walking, bending, and kneeling periodically. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

### **WORK ENVIRONMENT**

Employees in this classification work primarily indoors in an office environment, and exposed to computers and other electronic equipment with potential exposure to electric shock. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **SALARY PLACEMENT**

Schedule: Classified Salary Resolution, Range 30

*This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.*