

CHIEF ACCOUNTANT

DEFINITION

Directs the day-to-day activities of the General Accounting Sections and is responsible for the central accounting records and controls over all financial transactions of the District.

TYPICAL DUTIES

Plans and directs the activities of a large staff of professional, technical, and clerical employees engaged in the maintenance of a variety of accounting records and controls applicable to all financial transactions of the District.

Directs and participates in the development and revision of procedures in order to meet requirements of law, provide services to management, improve efficiency in branch activities, and coordinate branch activities with those of other sections, branches, and divisions.

Consults with and advises District administrators and personnel of other Accounting and Disbursements Division offices of the requirements of the law and the accounting system and on the services and procedures of the General Accounting Sections.

Consults with representatives of other governmental agencies and the Contract Auditors in regard to the accounting system and specific transactions.

Directs and reviews the preparation of periodic and special financial statements, reports, projections, and recommendations, on which important administrative decisions are based.

Directs and reviews the study of new and revised laws, rules, and programs affecting the central accounting system and records and installs or recommends changes as appropriate.

Establishes accounting systems and procedures as necessary to provide financial information in the manner appropriate to administrative requirements and consistent with law, accounting principles, and prudent financial management.

May act for the Director of Accounting during absences or as assigned.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Accountant plans and directs the maintenance of central accounting records and controls for all the District's financial transactions.

A Director of Accounting manages a branch of the Accounting and Disbursements Division with responsibility for major accounting and related functions.

A Head Accountant is the administrative head of a specialized section engaged in accounting and related activities. The class is characterized by administrative responsibility for planning, scheduling, and coordinating day-to-day activities of a large number of professional, technical, and clerical employees.

SUPERVISION

General direction is received from a Director of Accounting. General direction is exercised over subordinate supervisors and a large staff of professional, technical, and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

Governmental accounting theory, practice, and procedures
Laws, rules, regulations, and policies affecting the financial management of the District
Basic organization, legal foundation, and financial structure of California school districts
Principles of work organization and simplification applicable to a large office organization
Basic capabilities of computer information systems
Principles of supervision

Ability to:

Direct a wide variety of accounting activities and meet important deadlines
Analyze and interpret accounting and statistical data
Plan section services to meet administrative needs
Express difficult concepts orally and in writing
Make decisions and recommendations consonant with complex legal and procedural requirements
Prepare clear, concise reports and recommendations
Direct and review the supervision and training of professional and clerical employees.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university including or supplemented by the completion of courses that provided at least 20 semester units or equivalent in accounting.

Experience:

Five years of professional-level experience in accounting or field-auditing work, including three years of governmental accounting or governmental field auditing experience and supervision of professional accounting personnel.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

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