

INTERMEDIATE ACCOUNTANT

DEFINITION

Performs professional accounting duties requiring the application of advanced accounting knowledge and the exercise of judgment in evaluating and analyzing an assigned portion of the accounting system and related procedures, and supervises a unit of accounting or clerical personnel.

TYPICAL DUTIES

Maintains and supervises the maintenance of complex financial records and is responsible for identifying actual or potential problems and recommending corrective or preventive action. Prepares financial statements, reports, and estimates in accordance with prescribed procedures. Audits vouchers and various other documents to ensure that they are in accord with the District accounting system, law, rules, contracts, and related accounting data. Maintains contact with staffs of other governmental agencies, District offices, and private businesses in order to obtain, verify, or disseminate information. Analyzes contracts and reports related to assigned duties. Develops and recommends accounting forms and procedures. Supervises a unit of professional accounting and/or accounting clerical or other clerical employees. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Intermediate Accountant applies knowledge of the District accounting system and procedures in the maintenance of records and processing of accounting transactions in a specialized function or unit. Work is performed with greater independence of judgment and action than that required of an Accountant and has less scope and variety of accounting responsibility than that of a Supervising Accountant.

A Supervising Accountant performs difficult accounting duties; supervises one or more small units engaged in accounting, payroll, and related duties; and may assist in planning, coordinating, and supervising the activities of an accounting or payroll section.

An Accountant performs professional accounting duties requiring knowledge and analysis of a portion of the District accounting system.

SUPERVISION

General supervision is received from higher-level accounting or administrative personnel. General supervision is exercised over a group of professional accounting and/or accounting clerical or other clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- Current accounting principles and procedures, with emphasis on financial accounting and governmental accounting
- Budgeting and accounting systems of the Los Angeles Unified School District
- Use of data processing methods and procedures in computer applications to accounting functions
- Statistical and financial presentation of data
- Microsoft Office
- Principles of supervision

Ability to:

- Supervise a small group of employees
- Analyze and interpret accounting data
- Prepare clear, accurate financial statements and reports
- Understand and apply laws, rules, and accounting procedures
- Deal effectively with other employees and the public
- Communicate effectively in oral and written English

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, including or supplemented by the completion of courses that provide at least 15 semester units or equivalent units in accounting. Professional or technical clerical accounting or field-auditing experience, beyond that required, may be substituted for up to two years of the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent and completion of at least 15 semester units in accounting is met.

Experience:

One year of professional-level accounting or field-auditing experience. Experience in governmental accounting or auditing is preferable.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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