General Purpose:
An Accountant - Early Childhood Education is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Accountant - Early Childhood Education performs accounting work requiring professional competency for accounting records, budgetary controls, exhibits and reports, applies data processing software to accounting.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:
- Prepares budgets and budget revisions.
- Monitors income and expenditures.
- Prepares a variety of financial reports for the State of California.
- Develops periodic cash flow statements.
- Maintains complete sets of financial, accounting, and budgetary records.
- Analyzes and reconciles financial statements.
- Assists in developing special financial projects.
- Prepares claims and financial reports for local, state and federal grant programs.
- Assists County Office of Education staff regarding local, state and federal accounting requirements and procedures.
- Ensures proper filing of forms and reports with the state and local agencies.
- Maintains federal, state and local records.
- Reviews and reconciles various reports, statements and general ledger accounts.

Minimum Qualifications:

Employment Eligibility:
- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:
- A High School diploma or equivalent is required.
- A Bachelor’s degree in Accounting is preferred.

Experience:
- Previous school accounting experience is required.

Knowledge, Skills and Abilities:
- Knowledge of the principles and methods of financial and statistical accounting and recordkeeping.
- Knowledge of the laws, rules and regulations governing school district financial transactions, accounting and reporting.
- Knowledge of State attendance accounting requirements.
- General knowledge of administrative regulations designed to implement State mandated fiscal reporting.
Knowledge of budget development and fiscal control issues.
Knowledge of electronic spreadsheets and data processing.
Knowledge of principles and methods of California school accounting.
Knowledge of office methods, procedures and equipment usage.
Knowledge of proper English usage, grammar, spelling and punctuation.
Knowledge of mathematics.
Skills to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions.
Ability to perform a variety of complex financial and statistical recordkeeping assignments.
Ability to interpret and apply rules, laws and policies governing County Office of Education and Early Childhood Development.
Ability to review and resolve discrepancies in financial records.
Ability to prepare a variety of special fiscal and financial reports.
Ability to make mathematical calculations quickly and accurately.
Ability to operate a variety of calculating and office equipment.
Ability to understand and carry out oral and written instructions.
Ability to deal tactfully and courteously with the public and other employees.
Ability to establish and maintain cooperative working relationships.

Required Testing:
- Applicants may be tested.

Certificates & Licenses:
- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:
- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:
- Work is performed in an office, school or agency environment, continuous contact with staff and representatives of other agencies.

Physical Requirements:
- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
ACCOUNTANT - EARLY CHILDHOOD EDUCATION/PAGE 3

- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 35

Reviewed and Approved:

Supervisor: ______________________________  Date: ____________________

Human Resources: ________________________  Date: ____________________