**Definition**
Under general supervision, to perform complex and responsible work in the keeping of financial or statistical records and to do related work as required.

**Distinguishable Characteristics**
- A major characteristic of a position in this class is a recognized functional responsibility for a relatively complex but homogeneous set of financial records;
- Procedures are generally established and are regulated by law and administrative requirements, and problems encountered demand good judgment and adaptability on the part of incumbents;
- Accountant is expected to solve independently a variety of problems relating to the records maintained or the procedures followed; and
- Although supervision is generally available, it is often exercised only through a review of completed work and incumbents are expected to identify for themselves those problems which require attention from supervisory personnel.

**Example of Duties**
- Independently maintain a complete set of financial records, such as budget ledgers, accounts, or payroll records;
- Receive financial documents, screen for accuracy and adherence to legal and procedural requirements, and carry out procedural steps to ensure or authorize payments or delivery;
- Record department expenditures and changes, and checks and balances totals;
- Make computations of financial data, applying standard formulas and using predetermined guides;
- Prepare financial reports and summaries independently;
- Make up trial balances and recapitulations from records maintained;
- Prepare, submit and edit information pertaining to data processing;
- May contact other agencies, districts, schools, and district employees to discuss financial records and transactions;
- Give authoritative information on records maintained;
- Prepare District accounts receivable, deposits, payables, requisitions invoices.

**Desirable Qualifications**

*Knowledge of:*
- Methods and practices of financial record keeping and accounting;
- Office methods and procedures; and
- Microsoft Office, Tyler Munis or other accounting software

*Ability to:*
- Perform difficult accounting work without continuous supervision;
- Make arithmetical calculations with speed and accuracy;
- Prepare accurate financial summaries and reports;
- Develop spread sheets and originate correspondence;
- Learn and apply complex accounting procedures, including the application of data processing systems;
- Understand and carry out oral and written directions; and
- Establish and maintain cooperative relationships with those contacted in the course of work.

**Experience**
Three years of increasingly responsible experience in the maintenance of financial or statistical records.

**Education**
Equivalent to the completion of the twelfth grade, including or supplemented by course work bookkeeping or accounting.

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