



Reports to:	Salary Range
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DESCRIPTION:

Under the general direction of the Controller or other assigned supervisor, coordinate and perform professional and technical responsibilities related to the District's financial operations; assist in maintaining control over fiscal information system by monitoring and analyzing financial records, recommending accounting procedures and controls, preparing and interpreting monthly and annual financial reports, and assuring compliance with District, State and federal policies, procedures, and regulations, as well as GAAP and GASB; provide technical assistance to accounting staff.

REPRESENTATIVE DUTIES:

The following is a list of duties that are representative of the position and include, but are not limited to, the following:

- Perform account analyses; prepare journal entries to record or correct transactions.
- Maintain account detail, either individually or through the work of others.
- Monitor the appropriate use of account numbers; assure the appropriate classification and recording of financial transactions and recommend changes in procedures when appropriate.
- Gather, review, and analyze data to troubleshoot problem areas such as compliance of fiscal procedures with applicable statutes and regulations or internal control standards.
- Provide technical direction and guidance to other accounting staff.
- Coordinate monthly and fiscal year-end schedules and deadlines for accounting activity.
- Assure general ledger and annual reports accurately reflect the District's financial position, periodically and at fiscal year-end.
- Assure financial records are maintained in compliance with GAAP and GASB, and recommend changes in procedures when appropriate.
- Prepare and interpret interim and annual financial statements and reports.
- Perform operational or financial audits as required to analyze financial activity.

- Assist in the coordination of the annual external financial and compliance audit.
- Draft procedures and train staff in appropriate compliance and in techniques of analysis and reconciliation.
- Assist in the determination of specifications and implementation of financial systems.
- Perform other job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of accounting and auditing.
- Various data processing computer applications for accounting and financial management.

