

Corning Union Elementary School District
Job Description

JOB TITLE: ACCOUNTANT II

Salary Range: Confidential, Range 11

Department: Business

Reports To: Chief Business Official

Approved By: Board of Trustees
December 10, 2008

POSITION SUMMARY:

To perform difficult and technical accounting and statistical record-keeping assignments in preparing, processing, and maintaining various District accounting records. Using sound judgment and reasoning ability, performs a variety of complex and detailed accounting duties as assigned by the CBO in order to assist in the budgeting process and maintenance thereof.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serves as direct support to the CBO in assistance and preparation of various budgeting functions, such as: processing and monitoring of spreadsheets, adjusting journal entries, data entry, assistance with budgeting duties in preparation for negotiations, and other duties as assigned by the CBO.

Prepares, processes, and maintains District payroll data directly and by oversight, files and records; codes payroll data into their proper budget accounts; maintains and verifies payroll journal; processes Notices of Employment (or equivalent); computes District fringe benefit costs; processes employee starting and termination information; prepares and distributes reports on payroll taxes. Maintains and processes various payroll programs, such as, but not limited to: employee health and welfare insurance, unemployment insurance, disability plans, Section 125, TSA's, J-90, etc. Prepares and maintains employee leaves accounting and reports. Assists in providing information for budget development; composes correspondence on payroll and benefit programs; audits printouts and reports; operates a variety of office machines; performs a variety of accounting duties; performs a variety of general office support duties.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS)

May assist and serve as back-up support in processing cafeteria, purchasing, and accounts payable accounting functions.

Other duties as assigned.

QUALIFICATIONS/EDUCATION:

Three years of increasingly responsible payroll and/or accounting experience, preferably in a public agency.

High school diploma and completion of college level courses in accounting or related areas.

Knowledge of polices, processes, laws and rules affecting public school budgeting and payroll.

Knowledge of statistical, data gathering and survey methods and techniques.

Ability to: perform detailed and complex financial record-keeping work requiring the use of independent judgment and initiative; interpret, apply and explain procedures and regulations pertaining to payroll, leaves, retirement and employee benefit procedures and programs; accurate and detailed records.

Ability to deal tactfully and courteously with the public and other District staff, and to maintain required confidentiality.

Flexibility to adjust to changes created as a result of new laws and policies affecting school districts.

Ability to use sound judgment and reasoning to perform the essential functions of the job.

Willingness to attend workshops, etc., to acquire training and knowledge in the performance of the job.

Demonstrated bookkeeping aptitude.

Ability to type 45 net words per minute and operate an adding machine affectively to perform the essential functions of the job.

Demonstrated advanced ability to use technology to accurately perform the essential functions of this position, including various computers, software, word processing, spreadsheets, databases, document imaging, etc.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

Ability to read, write, speak, and communicate effectively in English.