

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION**

SENIOR ACCOUNTANT

Under administrative direction, performs complex, advanced-level accounting work in accordance with a prescribed accounting system and Marin County Office of Education policies, State and Federal laws and generally accepted accounting principles; supervises, coordinates and participates in the maintenance of school district and Marin County Office of Education records, providing support for school district accounting personnel and Marin County Office of Education staff, utilizing a computerized accounting system; performs technical accounting work including the preparation of financial reports.

EXAMPLES OF DUTIES:

The span of control may include some or all of the following duties:

1. Provides supervision to all staff performing internal or external payroll functions. This includes processing payroll and preparing and reviewing STRS and PERS reports.
2. Provides supervision to all staff performing internal business functions including the general ledger, accounts receivable, and accounts payable.
3. Provides business support to the Marin Special Education Local Plan Area (SELPA); that is, under the direction of the Director of internal business services, prepares all required worksheets for the AB 602 funding.
4. Updating and monitoring the position control system.
5. Attending governing board meetings for the districts for which the county performs business services.
6. Ability to work on special complex projects and prepare a written report based on the results of the work.
7. Performs related work as assigned.

MINIMUM QUALIFICATIONS:

Education: Formal accounting education equivalent to two years of college training in accounting (A.A.), including courses in government accounting and computer applications or four years of increasingly responsible accounting positions in a California Public School District or County Office of Education

and

Experience: Four years of increasingly responsible experience in the administration of a full range accounting system, including at least two years in supervisory capacity in the accounting office of a school district or County Office of Education
and

Knowledge of: Principles, techniques, laws, policies and regulations governing public school accounting including general ledger, fund accounting, program accounting, subsidiary ledger management and data processing; budget preparation and maintenance as it relates to school operations; State, Federal and local regulations applying to school district operations; supervision; principles of the California Education Code, Administrative Code; and California School Accounting Manual; computerized accounting functions and system.

and

Ability to: Apply principles of school district budgeting, auditing and accounting; coordinate and perform complex, advanced-level accounting and budgeting works; provide financial analyses and statistical data; evaluate recordkeeping systems, develop and write accounting procedures, instructions and standards for a variety of accounting processes; implement new systems as required; offer support and training to both MCOE staff and school district personnel; make complex mathematical calculations with speed and accuracy; effectively utilize automated accounting system and standard business office machines including, but not limited to, typewriter, computer, and calculator and a variety of other office equipment.

010907 – LABOR Grade 11, Salary Range 66 – Senior Accountant