

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

ACCOUNTANT

Under administrative direction, performs professional 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 statements listed below reflect the general duties performed within the position description although the incumbent will most likely specialize in a specific functional area.

Audits, examines and analyzes fiscal records; prepares or participates in the preparation of budgets; prepares reports of income and expenditures; analyzes revenue reports; verifies revenue receipts and records to appropriate fund; compiles data for financial cost and budget analyses and forecasting; prepares and submits Federal and State reports; checks expenditures for correct classification and legality; maintains files of contracts with other agencies, including school districts; prepares MCOE Budget and financial reports; performs duties in compliance with Federal, State and local regulations; supervises and trains business office personnel, assigns and monitors workflow; performs internal audits; provides technical direction, accounting assistance and advice to Marin County Office of Education department administrators; plans and conducts workshops on work related topics for Marin County Office of Education and school district personnel; provides AB1200 fiscal oversight responsibilities to school districts in Marin County and performs related work as required.

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

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and

Knowledge of: Principles and techniques of accounting and bookkeeping 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; provide financial analyses and statistical data; evaluate recordkeeping systems, develop and write accounting procedures; implement new systems as required; offer support and training to both *MCOE* staff and school district personnel; operate standard business office machines including, but not limited to, typewriter, computer, and calculator and a variety of other office equipment.

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