



Marin County Office of Education as the Administrative Agent
for the California Collaborative of Educational Excellence

1111 Las Gallinas Avenue, PO Box 4925
San Rafael, CA 94913-4925

Professional Expert Description **Accountant I for Marin COE as Administrative Agent**

THE POSITION:

Under the direction of the Senior Fiscal Director, the Accountant I performs a variety of specialized record keeping duties associated with processing and analyzing accounting transactions, such as full cycle accounts payable, payroll and benefits, attendance and leave balances, travel and expense reimbursements, account reconciliations, compilation of fiscal data, and preparation of financial reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Accountant job family, and:

General Accounting Responsibilities

- Maintains departmental fiscal/accounting records and transactions related to assigned area of specialization, e.g., accounts payable, accounts receivable, payroll, benefits, etc; ensures that assigned tasks are completed within established time or reporting deadlines
- Assists with preparing a variety of financial and statistical data; reconciles forms, statements, and other financial documents to identify errors, resolve discrepancies, and assure accuracy and completeness; assure proper coding of financial data
- Collects, receives, and verifies information and posts, adjusts and/or transfers appropriate data to proper accounts, records, ledgers, etc.
- Prepares and processes financial/program documents such as invoices, warrants, purchase orders, travel claims and advances, requisitions, work orders, payments, returned checks, deposits, stop payments and change requests, reviewing for accuracy, and verifying calculations
- Implements reporting procedures and controls; makes independent determination on basic accounting and financial record keeping tasks, and applies appropriate rules and regulations
- Works closely with other personnel in resolving problems and discrepancies
- Assists with preparation of financial and statistical reports
- Receives and posts transactions and transfers including payments, budget transfers, journal entries, payroll transfers, and cash transfers
- Responsible for the reconciliation of various financial accounts, such as cash, bank statements, payroll, etc.
- Maintains capital asset and other inventory records for reporting and audit purposes

- Orders supplies for Administrative Agent team
- Operates office machines; creates forms, reports, and correspondence
- Processes and distributes documents and summarizes data and information as required

Payroll Responsibilities

- Reviews, audits, and processes payroll documents including voluntary deductions, verification of employment, status change, termination, and related information for accuracy
- Audits and calculates payroll adjustments; may calculate and prepare various reports pertaining to retirement, OASDI, SDI, Federal, State, and Local taxes
- Processes membership and retirement documents; issues and processes warrants
- Maintains employee files related to payroll, accounts payable, contracts, etc. as needed
- Prepares and sends out timesheets and time affirmations for employee completion, routing, and supervisor approval
- Tracks employee leaves usage and maintains accurate records on leaves and work day balances

Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- Any combination of education, training and/or experience which demonstrates ability to perform the duties as described.
- Bachelor's degree or equivalent in accounting, public administration, or business administration including courses in accounting, preferred.
- At least three years of experience in the field of accounting or auditing preferred.
- Experience in a County Office of Education or school district preferred.

KNOWLEDGE OF:

- Basic accounting and auditing principles and practices including general ledger, fund accounting, program accounting, and subsidiary ledger management
- Applicable provisions of State, Federal, and local law and regulations, including Education Code
- Financial software systems
- California School Accounting Manual

SKILLS AND ABILITY TO:

- Perform basic accounting and auditing work
- Apply basic principles of auditing and accounting
- Assist in development of and ability to implement accounting procedures
- Perform basic financial analysis
- Prepare and analyze comprehensive reports
- Analyze issues, create plans of action, and reach solutions; problem solve with data and equipment

- Gather, record, monitor, and review accounting data
- Interpret laws and regulations and apply them in practical situations
- Establish and maintain effective working relationships with staff, county office, school district personnel, the public, and other related individuals
- Work effectively under pressure
- Problem solve by analyzing issues and creating plans of action
- Meet schedules and timelines
- Work independently with little direction
- Communicate effectively both orally and in writing
- Utilize initiative and judgement in sound decision making
- Meet the occasional travel requirements of the position
- Operate standard business office equipment and software
- Work effectively in a paperless office environment

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 25 lbs
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 80% sitting, 5% walking, and 15% standing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions with:
 - minimal temperature variations,
 - a generally hazard-free environment,
 - a clean atmosphere
- Frequently works with a video display terminal for prolonged periods
- The noise level is typical of an open office work environment with background noise of telephones and conversations
- Works under stressful conditions with interruptions and shifting demands

CERTIFICATES/CREDENTIALS/LICENSES

- Valid California driver's license required