

JOB DESCRIPTION

JOB TITLE: *Accounting Officer (5909)*

Job Summary: The Accounting Officer assists in the planning, organization, and development of the accounting and budgetary services provided to the districts including budgetary projections; coordinating software revisions, and providing inservice to the districts and other county offices of education that use the Tulare Software package. Works under the direct supervision of the assistant superintendent of business services.

Essential Job Functions:

- ▶ Assists staff in responding to the most difficult problems arising within the business department.
- ▶ Monitors/works with districts to correct annual audit findings.
- ▶ Aids the director in identifying and implementing solutions to districts determined to be a "going concern."
- ▶ Studies other county office of education services and methodologies for possible implementation at Tulare County Office of Education.
- ▶ Supports the director and accounting staff to provide help during peak reporting and review periods.

Other Job Functions:

Essential Job Requirements - Qualifications:

Experience Required:

- ▶ Four years experience in governmental accounting, auditing and financial reporting processes.

Skills, Knowledge and/or Abilities Required:

- ▶ Knowledge of:
 - attendance reporting requirements, revenue limit calculations, and gann calculations
 - educational programs and other corresponding program compliance requirements
 - Tulare County Software
- ▶ Ability to:
 - demonstrate knowledge of personal computers and common software products

Education Required:

- ▶ Bachelor's degree in the business or related field.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Certified Public Accountant preferred.

Other Specialized Requirements:

- ▶ Three years experience as a business manager in a school district or county office of education preferred.
- ▶ Experience in a county office of education business services department preferred.
- ▶ Experience in payroll issuance and reporting processes preferred.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

September 1996