

BUCKEYE UNION SCHOOL DISTRICT
Position (Job) Description

TITLE:	Accountant I - Payroll	REPORTS TO:	Chief Business Official
DIVISION:	Business	CLASSIFICATION:	Classified (as of 7/1/10)
DEPT.:	Business	WORK YEAR:	12 months
BOARD APPROVAL:	5/16/07	SALARY RANGE:	Classified - 18 (position hire date 7/1/10 or later) Confidential - C-4 (position hire date prior to 7/1/10)

BASIC FUNCTION:

With general supervision, perform accounting work requiring full professional competency for accounting records, budgetary controls, exhibits and reports. Develop and maintain confidential information pertaining to negotiations; apply data processing software to accounting; and other duties as required. Extreme accuracy in calculating data and the ability to meet stringent timelines are required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES *(other duties may be assigned):*

1. Operate and apply business software to accounting and data processing.
2. Maintain complete sets of financial, accounting and budgetary records.
3. Process or oversee the processing of all payrolls, including review and audit of timesheets and related data input.
4. Monitor and process retirement information, including PERS and STRS and voluntary deductions.
5. Process, reconcile, analyze and account for all employee benefits including health and welfare and statutory benefits.
6. Monitor worker compensation claims.
7. Process employee sick leave and vacation balances.
8. Assist in developing special financial reports.
9. Prepare employee profiles reflecting employer salary and benefit costs.
10. Analyze and prepare payroll budget and revisions.

QUALIFICATIONS:

Knowledge of principles and methods of California school accounting, auditing and budget preparation and control; electronic spreadsheets, data bases and computer data processing.

Ability to design, implement and maintain accounting systems; use computers and computer programs at a skilled level; carry out complex projects independently; analyze and interpret financial records and reports; apply pertinent laws and regulations; maintain cooperative work relationships.

EDUCATION AND EXPERIENCE:

An A.A. degree with a major in accounting, business administration or closely related field, or the equivalent of any combination of experience and required knowledge and abilities.

A minimum of two years experience in accounting and or budgeting.

WORKING CONDITIONS:

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.*

The noise level in the work environment is usually moderate.

Accountant I – Payroll (cont.)

Physical Abilities: *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.*

While performing the duties of the job, the employee will work with computers and other office equipment. The employee will sit, walk or stand. The employee will occasionally reach forward and or above the head. The employee may occasionally visit other buildings (sites) in the district and must have the ability to do so. Specific vision abilities required by this job include close visions, distance vision and depth perception.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.