

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: ACCOUNTANT

BASIC FUNCTION:

Receives direction from supervisory or management staff; may exercise functional and technical supervision over technical and clerical staff, to perform a variety of professional level accounting duties involved in the maintenance of an accounting system requiring the implementation of technical accounting principles and procedures.

Research and analyze transactions to resolve problems; audit, monitor and evaluate the financial records of the Office of Education internal operation and the fiscal operation of County school districts; request, receive, review and reconcile computer output reports to audit and monitor expenditures and school district financial reports

Consult with District personnel regarding the financial status of special funds and accounts

Perform comprehensive financial activity studies as directed; determine trends in projected expenditures and revenues to assist in the budget development process

Supervise payroll activity for student enrollees and employees in assigned program; generate enrollee activity reports and payroll experience reports

Perform a variety of functions pertaining to the purchase of commodities, goods, materials and equipment; audit purchase orders for proper account numbers; resolve problems with department staff

Recommend or implement changes in accounting systems and procedures; develop orientation and incentive programs regarding budget development, expenditure control, disbursement procedures and other related fiscal matters

