



Classified Job Description

CSEA Revised: January 12, 2016
NJUHSD Board Revised: April 13, 2016

Position Title:	ACCOUNTANT II
Contract Term:	12 months per year
Salary Range:	28

GENERAL DEFINITION:

Under the direction of the Superintendent/Designee, performs increasingly complex accounting duties with a focus on payroll.

UNDER SUPERVISION OF:

Superintendent/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES (May be asked to perform the duties of the Accountant I in addition to the following duties):

1. Assist the Senior Payroll Technician with payroll including, but not limited to, processing 10th of the month payroll.
2. Receive and audit time recordation for certificated, classified, and management employees, certificated and classified substitutes, coaches, board members and various other extra-hire employees.
3. Audit time sheets for accuracy, overtime, and job placement.
4. Identify appropriate pay schedules and rates for calculation of pay lines.
5. Maintain and identify SACS account codes.
6. Efficiently utilize the automated payroll system.
7. Maintain district employee vacation/sick leave balances on absence tracking system.
8. Assist in calculations for budget development related to employee pay, statutory benefits and health and welfare.
9. Meet with employees to explain various payroll-related matters including, but not limited to, leave accruals, health and welfare benefits, Federal, State and local Board policies and laws.
10. Handle various phases of developer mitigation for the high school and other Nevada County school districts including collection of fees, issuance of receipts, accounting maintenance, management and county communications.
11. Prepare transmittal of developer mitigation fees to various Nevada County school districts.
12. Responsible for knowing past, present, and future legislation regarding mitigation fees.
13. Coordinate employee and retiree health and welfare benefits including processing of insurance premiums, account maintenance, providing benefit information to employees and retirees, working in close association with benefits administrator.
14. Prepare, code, and post bank deposits.
15. Identify, prepare, and input journal entries.
16. Assure strong internal control procedures for all processes.
17. Maintain an organized audit trail for all processes.
18. Research, interpret, implement and recommend revisions to related Board Policy.
19. Answer phones and act as receptionist when necessary.
20. General accounting duties as directed.
21. May distribute accounts payable warrants when necessary.

22. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
23. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

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/OR EXPERIENCE:

High school diploma or equivalent. Formal accounting education preferred. Previous clerical and accounting experience with a focus on payroll necessary.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Knowledge of accounting/auditing procedures and knowledge of accounting systems. Ability to reconcile various general ledger accounts. Ability to operate a variety of office machines and work within a large network system. Proficiency with spreadsheets, word processing and database programs. Knowledge of banking procedures.

Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district, State and Federal requirements and Board of Trustee policies.

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. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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. The noise level in the work environment is usually moderate to loud.

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. The individuals currently holding this position perform additional duties and additional duties may be assigned.