

Monitor and cost account timesheets for compliance; confirm allocations are within budgetary limits and account numbers are valid; make corrections to invalid account numbers, as necessary.

Conduct research, compile data, and prepare a variety of budgetary and statistical reports, projections, estimates, studies, and related information as requested; maintain and update District chart of accounts and other information utilizing the District financial software; assist Director and Manager - Fiscal Services in the preparation of periodic reports; update cash flow projections with actuals on a monthly basis; redistribute remaining totals.

Prepare site budget allocation worksheets and work with site administrators to monitor and align their budgets according to District guidelines and priorities.

Oversee and manage student attendance accounting activities performed by department staff and prepare periodic State attendance reports; monitor enrollment and class size reports and work with District administrators to identify and correct potential problems.

Perform year-end accounting functions, post required accounting entries, balance various cash accounts monthly, and make cash transfers between funds, as necessary; prepare financial and periodic cash flow reports.

Assist in the preparation of interim financial reports, annual District budget, revenue limit computations, and the preparation of Board financial reports.

Work with various District staff and outside agencies to provide the budget information needed to apply for Federal, State, or Local grants; assist with grant audits and annual audits by providing supporting materials as needed.

Operate a variety of standard office equipment, including a computer and assigned software; upload and download financial information from outside entities.

Communicate with District staff and assist in the resolution of budgetary concerns and related administrative issues.

Maintain current knowledge of applicable provisions of federal, state, and student attendance laws and District policies, rules, and regulations.

Attend, conduct, and participate in various meetings and committees as assigned; drive a vehicle to conduct work.

Provide fiscal and budgetary training and technical guidance to District staff.

Participate in special assignments as requested.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE OF:

General accounting, budget, and business functions of an educational organization.

Preparation, review, and control of assigned budgets and accounts.

Preparation of financial statements and comprehensive budget reports.

General theory and application of budgetary planning and control in a school system.

Financial and statistical record-keeping techniques.

Methods, procedures, and terminology used in technical accounting work.

Applicable laws, codes, regulations, policies, and procedures.

Financial analysis and projection techniques.

Data control procedures and ^U

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and s