

OXNARD UNION HIGH SCHOOL DISTRICT

CHIEF ACCOUNTANT

DEFINITION:

Under the supervision of the Business Manager, assists with all district business functions with emphasis in the area of budget and fiscal services.

STATEMENT OF TYPICAL DUTIES:

- a. Plans, organizes and supervises the work of the accounting office.
- b. Coordinates budget preparation and budget control.
- c. Prepares periodic and annual financial statements.
- d. Supervises student body accounting procedures.
- e. Coordinates accounting functions with data processing and county offices.
- f. Supervises the preparation of required financial program reports.
- g. Supervises payroll functions.
- h. Prepares mandated cost claims.
- i. Assists with future needs projections related to business operations.
- j. Assists in the apportionment attendance, insurance, facility planning and facility use programs.
- k. Assists in the areas of program direction for data processing and maintenance, operations and transportation.
- l. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

EDUCATION AND EXPERIENCE:

Graduation from high school, including or supplemented by courses in financial record keeping. Two years of increasingly responsible record keeping experience, preferably with districtwide responsibility for financial records.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

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