



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 5010
Date Adopted: July 1, 2008**

FLSA Status: Nonexempt
Union Representation: Represented

Project Accountant

GENERAL PURPOSE

Under general supervision, performs specialized and highly responsible accounting and budget functions to support a variety of grant-funded and categorical programs and other OCDE functions including position control; ensures expenditures are in compliance with applicable budgets and all legal and funding source requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Project Accountants perform a variety of specialized and highly responsible accounting duties in support of a variety of grant-funded and categorical programs and other OCDE functions such as position control. Incumbents perform a variety of duties, including program budget preparation, implementation, and monitoring to ensure compliance with established budgetary parameters, funding source requirements, and OCDE policies and procedures. Incumbents work closely with program coordinators and other OCDE staff in carrying out assigned responsibilities.

Project Accountant is distinguished from Senior Project Accountant in that incumbents in the latter class are responsible for more complex and specialized program requiring an in-depth knowledge of categorical grant and entitlement accounting practices and procedures and may function in a lead capacity in providing work direction and guidance to other Project Accountants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Prepares tentative, interim, and final budgets within established guidelines for grant and entitlements; reviews and monitors expenditures and accounting information for programs to ensure budget compliance and conformance with all funding source requirements; closely monitors and projects cash flow to prevent any deficits; monitors program budgets to ensure that unaudited actual expenditures for the grant period or at year-end closing are correct.
2. Prepares financial reports for and billing invoices to school districts, Department of Health Services, and the California Department of Education; determines customer billing requirements for reporting purposes; prepares journal entries to correct discrepancies.
3. Advises, assists, and trains OCDE program support staff, external personnel, managers, and administrators involved in the monitoring, reviewing, and/or auditing of various accounting and record keeping requirements for program budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

4. Utilizes complex worksheets to maintain a Position Control database to ensure that adequate funds are budgeted for all OCDE employees; verifies, assigns position numbers, approves, and processes Personnel Action Notice forms; tracks employee changes including vacant and new positions and provides managers and coordinators with projected salary savings and budget changes.
5. Creates single and multi-year projected budgets to be used in the application process for various programs; participates in initial project planning and budget set-up; assists managers in determining specific needs for grants and entitlements to maximize return for OCDE.
6. Acts as liaison between OCDE and federal, state, and local agencies, and school districts regarding designated and specialized reporting procedures, policies, and guidelines; provides technical assistance and advice to program and OCDE staff regarding financial reports required by federal, state, and local entities, as well as other required financial reporting functions; monitors timelines, verifies accuracy, certifies, and submit reports to government agencies.
7. Develops and maintains spreadsheets and databases to document and verify expenditures, receipts, accruals, and deferred revenue; prepares financial data for and coordinates with OCDE external auditors and federal/state special program auditors; prepares a variety of monthly quarterly and semi-annual reports as required.
8. Maintains computerized ledgers for special funding sources; requests payments periodically as dictated by the terms of grants and entitlements; reviews and processes purchase requisitions and maintains expenditure records, ensuring compliance with funding source requirements.
9. Meets on a regular basis with OCDE program managers to discuss program status, staffing issues, budgets, and projections as well as future funding possibilities.

OTHER DUTIES

1. Enters budget changes into the general ledger and fiscal databases before the close of each budget cycle; maintains cost center database.
2. Performs special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of general fund and governmental accounting, including financial planning/forecasting, financial statement preparation, and methods of financial control and reporting.
2. Principles and practices of project and cost accounting.
3. General principles and practices of grant accounting.
4. Principles and practices of budget development, analysis, and forecasting.
5. Laws, regulations, rules, and codes applicable to the financial administration of a school district.
6. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
7. The operations, requirements, and codes of OCDE's financial reporting/general ledger computer system.
8. Principles and practices of sound business communication.

Ability to:

1. Plan, organize, set priorities, and carry out assigned accounting functions with limited supervision.
2. Understand, interpret, explain, and apply federal, state, and local laws, codes, and regulations related to special programs and financial record keeping and reporting.
3. Operate computer and spreadsheet software and other standard office equipment.
4. Analyze and make sound recommendations on financial data and operations.
5. Develop and implement financial procedures and controls.
6. Perform complicated mathematical calculations and analyses.
7. Prepare clear, concise, and accurate accounting transactions, financial statements, and statistical reports.
8. Exercise sound professional judgment within established procedures.
9. Communicate effectively, orally and in writing.
10. Maintain confidentiality and discretion with sensitive materials.
11. Establish and maintain effective working relationships with OCDE management, staff, federal, state, and local agency representatives, and others encountered in the course of work.
12. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge and abilities outlined above is an Associate's degree in accounting or a related field; and four years of progressively responsible accounting experience, at least one of which involved in project or grant fund accounting; or an equivalent combination of training and experience. Experience in a public agency or educational institution is preferred.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 20 pounds from ground, waist and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with OCDE management, staff, and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet.