**CARMEL UNIFIED SCHOOL DISTRICT**
**JOB DESCRIPTION – CLASSIFIED CONFIDENTIAL**

**POSITION: DISTRICT ACCOUNTANT**
**RANGE: 3 – CONFIDENTIAL**

A. PRIMARY FUNCTION

Under general supervision of the Senior Director - Fiscal Services, performs complex fiscal duties and provides financial operations support, within established district policies and procedures.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

**Budget and Program Management**

1. Monitor and analyze budgets for assigned schools, programs, departments and grants to ensure compliance with established allocations and guidelines.
2. Conduct detailed budget-to-actual variance analysis and prepare explanatory reports for management review.
3. Maintain comprehensive fiscal responsibility for assigned programs including but not limited to Special Education, and College and Career Programs including:
    - Prepare, process and review all requisitions for budget availability and proper account coding.
    - Monitor all program budgets and ensure fiscal compliance.
    - Process all journal entries for budget transfers, adjustments, and corrections.
    - Reconcile all program accounts and manage restricted/unrestricted fund allocations.
    - Generate monthly budget status reports and variance analysis.
    - Serve as primary fiscal contact for assigned programs.

**Grant Administration and Compliance**

4. Manage grant administration for assigned programs:
    - Monitor all grant budget expenditures against approved allocations.
    - Prepare and submit required financial reports to funding agencies.
    - Track grant expenditure deadlines and ensure compliance with spending requirements.
    - Maintain complete documentation for allowable costs and audit compliance.
    - Manage grant fund allocations and transfers within program parameters.
5. Ensure all fiscal transactions comply with district policies, state regulations, and federal requirements.

**Financial Processing and Reporting**

6. Process all financial transactions for assigned programs including requisitions, journal entries, and budget transfers within established procedures.
7. Maintain complete and accurate financial records and documentation to support internal and external audits.
8. Ensure proper coding of all transactions per California School Accounting Manual (CSAM) and SACS guidelines.
9. Prepare comprehensive financial reports including budget status, expenditure summaries, and variance analysis for all assigned programs.
10. Prepare components of federal, state and county reporting requirements for assigned programs.

**Position Control and Coordination**

11. Assist in the development and monitoring of the district's position control system to ensure that all District employees are in a valid, authorized position within the District's operating budget.
12. Monitor and manage position control by tracking staffing allocations and funding sources.
13. Coordinate with Human Resources and Payroll on position-related fiscal matters and maintain accurate records of grant-funded positions.
14. Provide comprehensive training and technical assistance to program staff on fiscal procedures and requirements.
15. Research and resolve complex fiscal inquiries from program staff and administrators.

**Analysis and Special Projects**

16. Assist in budget development by providing historical data analysis and revenue and expenditure projections.
17. Assist in the preparation and submission of the District's Adopted and Interim budget rerports and related documentation to the County, State or other external agencies.
18. Regularly revise and update budgets based on year-end closing data, revised grant letters, and new funding.
19. Support collective bargaining analysis by providing detailed expenditure data and projections, and assist in completion of post-negotiations cost analysis (AB1200).
20. Manage audit preparation by organizing documentation and coordinating with auditors.
21. Participate in professional development and assist with special projects as assigned by Senior Director - Fiscal Services.
22. Provide training to site and program personnel.
23. Assist in development and implementation of student-based budgeting formula and district office allocations.
24. Perform related duties as assigned.

C. QUALIFICATIONS

1. Training Education and Experience:

- A Bachelor's Degree in Accounting, Finance or Business Administration and three years' experience with budget or fiscal control preferred (In lieu of education requirements, years of experience in a like setting may be considered).
- Prior California public school district fiscal experience preferred.
- Experience with governmental accounting and multi-fund accounting systems preferred
- Grant administration experience preferred.
- Customer service experience preferred.

2. Knowledge of:

- Public school finance principles and California public school funding mechanisms.
- Budgetary and accounting principles, systems and procedures.
- Technical aspects of budgetary and accounting analyses.
- Customer services strategies and techniques.
- Federal and State compliance rules, regulations and policies

3. Ability to:

- Work with automated financial services systems.
- Build high-functioning relationships with analysts both inside and outside of the business services division.
- Establish and maintain effective working relationships with all levels of district staff and other agencies.

- Use and leverage computer-based accounting applications.
- Demonstrate high attention to detail in processing financial transactions affecting public funds.
- Analyze financial data and identify trends, variances, and potential issues requiring management attention.
- Ensure accuracy in fiscal transactions to prevent compliance violations and maintain audit integrity.
- Manage multiple priorities and meet critical deadlines in fast-paced environment.
- Interpret and apply complex regulations and funding requirements to daily operations.
- Work independently within established procedures while knowing when to escalate issues.
- Maintain confidentiality of sensitive financial and personnel information.
- Collaborate effectively with cross-functional teams to support district operations.

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
2. Ability to hear and understand speech at normal levels in person or on the telephone.
3. Ability to communicate so others will be able to clearly understand a normal conversation in person or on the telephone.
4. Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

E. WORKING CONDITIONS

Office working environment subject to sitting at a desk for long periods of time; bending, crouching, kneeling or reaching to access files, binders, etc. from ground level to 6 feet above the ground; pushing/pulling of file drawers; reaching in all directions and working at a computer and/or telephone for prolonged periods of time.

APPROVED: 6-18-2025