



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

**Class Code: 5067  
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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**Senior Project Accountant**

**GENERAL PURPOSE**

Under general direction, performs complex and specialized accounting functions that support major programs funded by state, federal, local, and private entities; works closely with program coordinators and OCDE administrators to ensure all expenditures meet funding source requirements and that OCDE accounting practices are in compliance with related regulations; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Senior Project Accountants perform difficult and highly responsible accounting and financial analyses in providing fiscal support for categorical and grant-funded programs. Incumbents coordinate regional program billing, perform complex grant accounting for many diverse programs, and train program coordinators, administrators, and others on fiscal and reporting requirements. Incumbents may provide lead work direction and guidance to other project accountants. Assignments require the use of independent judgment on issues that are complex, interpretive, and evaluative in nature.

Senior Project Accountant is distinguished from Project Accountant in that incumbents in the former class are responsible for more complex and specialized programs requiring an in-depth knowledge of categorical grant and entitlement accounting practices and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Coordinate regional activities for local, state and federal programs; audit, analyze, and certify incoming invoices for accuracy, completeness and program compliance; follow up with submitting agencies to resolve problems and errors; compile and submit invoices for reimbursement to the state by established deadlines; and provide training to staff on program guidelines as required.
2. Prepare invoice claims for OCDE's internal claiming units; gather claimable salary and benefit revenue and expenditure information and prepare claims; request corrections/revisions as needed from program coordinators and managers, fiscal staff, or vendors; track submission progress; and prepare check requests for returned funds.
3. Advise, assist, and train OCDE program support staff, external personnel, managers, and administrators involved in the monitoring, review and/or audit of various accounting and record keeping requirements within program budgets; interpret regulations and general ledger information from on-line resources; and act as liaison between OCDE staff and federal, state and local agencies, vendors, or other interested parties.

4. Create single and multi-year projected budgets to be used in the application process for categorical and/or grant-funded programs; complete any budget related pages in applications and provide other financial documentation as required; attend contract negotiations with funding agencies after grants are awarded; and review contracts to ensure conformance with OCDE fiscal guidelines and to answer any fiscal related questions.
5. Prepare tentative, interim, and final budgets within established guidelines for grants and entitlements; review expenditures for special programs to ensure proper budget compliance.
6. Act as liaison between OCDE and federal, state and local agencies and school districts regarding designated and specialized reporting procedures, policies, and guidelines for a large number of special programs with diverse requirements; provide 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; and monitor timelines, verify accuracy, certify, and submit reports to government agencies.
7. Develop and maintain complex spreadsheets and databases to document and verify expenditures, receipts, accruals, deferred revenue, and/or or charter school financial information; prepare financial data for and interact with OCDE external auditors and federal/state special program auditors; prepare a variety of monthly, quarterly, and semi-annual reports as required.
8. Review and process budget and expenditure transfers; recommend additions, changes, and deletions of cost centers and individual accounts as needed; monitor each program budget to ensure that unaudited actual expenditures for the grant period or at year-end closing are correct and no fund deficits exist; process warrant and invoice requests; track program cash flow; and distribute apportionments and funds received to appropriate program.
9. Meet with OCDE program managers or charter school staff to discuss program status, staffing issues, budgets, and/or projections as well as future funding possibilities.

#### **OTHER DUTIES**

10. Analyze, audit, review, and monitor charter schools' budgets and financial reports, transactions, and data; and conduct research on financial and statistical data and recommend adjustments.
11. Prepare invoice requests and supplemental documentation for charter schools oversight fees; gather and verify data used in the calculation of oversight; monitor the OCDE general ledger for missing payments; and follow up with charter schools to resolve questions and unpaid balances.
12. Document and verify charter school financial, enrollment, and revenue projections; and monitor charter school board and ad hoc committee meetings for compliance.
13. Prepare budgets and monitor financial activities for the assigned program; prepare quarterly donor reports; invoice donors; track payments received; and allocate funds to program budgets.
14. Prepare and submit required financial reports for the School Facility Program; calculate and allocate monthly interest and state allocations received to applicable project accounts; and maintain and update Construction-in-Progress worksheets.
15. May provide training, lead work direction, and guidance to Project Accountants.
16. Perform special projects as assigned.

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## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of general fund and governmental accounting, including financial planning and forecasting, financial statement preparation, and methods of financial control and reporting.
2. Principles of advanced budget analysis and forecasting.
3. Practices and procedures applicable to accounting for grant-funded and categorical programs.
4. Laws, regulations, rules, and codes applicable to the financial administration of a school district, with an emphasis on categorical and public-school accounting.
5. Rules, procedures, and guidelines for funding are applicable to assigned areas of responsibility.
6. Principles and practices of sound business communication, business data processing are particularly related to the processing of accounting and financial information.
7. The operations, requirements, and codes of OCDE's financial reporting and general ledger computer system.
8. Principles and practices of sound business communication.
9. Operation and application of automated systems relative to business and statistical use.
10. Microsoft Office, including Excel, Word, and PowerPoint.

### **Ability and Skill to:**

1. Plan, organize, set priorities, and carry out assigned accounting functions accurately and efficiently.
2. Understand, interpret, explain, and apply varied and diverse federal, state, and local laws, codes, and regulations related to special programs and financial record-keeping and reporting.
3. Make advanced use of spreadsheet software and other business software required to carry out assigned responsibilities.
4. Compile, analyze and interpret research findings and make sound recommendations on financial data and operations.
5. Develop and implement sound 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 general policy guidelines.
9. Communicate effectively, orally and in writing.
10. Maintain confidentiality and discretion with sensitive materials.
11. Establish and maintain effective working relationships with OCDE and school district management, staff, representatives of other federal, state, and local agencies, auditors, and others encountered in the course of work.
12. Must demonstrate attendance sufficient to complete the duties of the position as required.

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### **Education, Training, and Experience:**

A typical way of obtaining the knowledge and abilities outlined above is a bachelor's degree in accounting or a related field; five (5) years of accounting experience and two (2) of which involved in project or grant fund accounting; or a combination of training and experience. Experience with a public agency or educational institution is preferred.

### **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.

#### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

#### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people 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 essential functions. The employee works under typical office conditions, and the noise level is usually quiet.