



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

**Class Code: 5067
Date Adopted: July 1, 2018**

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

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 a large number of 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

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. There will typically be an assigned schedule for these duties.

1. Coordinates regional activities for local, state and federal programs; audits, analyzes and certifies incoming invoices for accuracy, completeness and program compliance; follows up with submitting agencies to resolve problems and errors; compiles and submits invoices for reimbursement to the state by established deadlines; provides training of OCDE/regional staff on program guidelines as required.
2. Prepares invoice claims for OCDE's internal claiming units; gathers claimable salary and benefit revenue and expenditure information and prepares claims; requests corrections/revisions as needed from program coordinators and managers, fiscal staff or vendors; track submission progress; prepares check requests for returned funds.
3. Advises, assists and trains 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; interprets regulations and general ledger information from on-line resources and acts as liaison between OCDE staff and federal, state and local agencies vendors or other interested parties.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

4. Creates single and multi-year projected budgets to be used in the application process for various categorical and grant-funded programs; completes any budget related pages in applications and provides other financial documentation as required by funding agencies; attends contract negotiations with funding agencies after grants are awarded; reviews contracts to ensure conformance with OCDE fiscal guidelines and to answer any fiscal related questions.
5. Prepares tentative, interim and final budgets within established guidelines for grants and entitlements; reviews expenditures for special programs to ensure proper budget compliance.
6. Acts 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; 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 complex spreadsheets and databases to document and verify expenditures, receipts, accruals, and deferred revenue; prepares financial data for and interacts with OCDE external auditors and federal/state special program auditors; prepares a variety of monthly quarterly and semi-annual reports as required.
8. Reviews and processes budget and expenditure transfers; recommends additions, changes and deletions of cost centers and individual accounts as needed; monitors 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; processes warrant and invoice requests; tracks program cash flow; distributes apportionments and funds received to appropriate program.
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. Prepares budgets and monitors financial activities for the assigned program; prepares quarterly donor reports; invoices donors; tracks payments received, and allocates funds to program budgets.
2. Prepares and submits required financial reports for the School Facility Program; calculates and allocates monthly interest and state allocations received to applicable project accounts; maintains and updates Construction-in-Progress worksheets.
3. Functions as assistant to Special Projects Manager and provides training and lead work direction and guidance to other Project Accountants.
4. 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 of advanced budget analysis and forecasting.
3. Practices and procedures applicable to accounting for grant-funded and categorical programs.

Knowledge of: (cont.)

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 applicable to assigned areas of responsibility.
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 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 uses of spreadsheet software and other business software required to carry out assigned responsibilities.
4. Analyze 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.

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; and five years of progressively responsible accounting experience, at least two 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.

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 25 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 and school district management, staff, representatives of other federal, state and local agencies, auditors, 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.