



# Santa Clara County SCHOOLS' INSURANCE GROUP



## JOB DESCRIPTION

<b>Title:</b>	<b>Accountant</b>	<b>Supervisor:</b>	<b>Executive Director</b>
<b>Location:</b>	Santa Clara County	<b>Travel Required:</b>	Frequent Day Trips, Occasionally Overnight, Mostly Within California
<b>Level / Salary Range:</b>	<b>\$58,150 - \$76,450</b>	<b>Position Type:</b>	Full-Time Exempt

### The Position:

Under general supervision of the Executive Director, the Accountant will perform professional and complex accounting duties; assure compliance with generally accepted accounting principles in the maintenance of financial records, including general ledger, accounts payable, accounts receivable, and related functions.

### Essential Duties:

- Assists in preparation of annual budget and monitors its status; maintains general ledger; journalizes accrual and reversing entries, preparing analyses to support adjustments; reconciles accounts on monthly basis, as needed to ensure accuracy and integrity of accounting records; assures accuracy of periodic and year-end closings;
- Processes accounts payable; recurring warrants, reviews, audits, process and updates information on purchase orders and vendor statements; verifies and assures appropriate program or account numbers, fund availability, and appropriateness of total account structure; resolves discrepancies and takes appropriate corrective action; traces budget revisions to ensure availability of funds; enters account payable information into system; following required procedures to initiate payments;
- Process CalPERS payments and semi-monthly payroll to vendor;
- Processes accounts receivable; bills participating members for insurance premiums and receives and processes these and other payments according to established procedures. Prepares appropriate journal entries; verifies premium reports from carriers and credits indicated on accounts or funds; enters accounts receivable information into system;
- Processes transfers for the workers' compensation, property and liability and benefit programs;
- Reconcile bank statements for review by Executive Director;
- Assists in the underwriting process for all programs; work with individual members to obtain accurate TIV and payroll estimates;
- Reconcile workers' compensation payroll from estimated vs. actual;
- Administers members property and liability deductible program and workers' compensation safety credit program; prepares appropriate billings and correspondence;
- Communicate and assist members and vendors on all issues relating to billing, collections, payments, reports and policy and procedures;
- Conduct special financial, statistical and analytical studies;
- Maintain accurate and well organized records;
- Provides assistance to external auditors and actuaries as well as internal consultants and tax consultants.

**Knowledge and Abilities:**

- Candidate must have knowledge of accounting, auditing, and budgeting practices, principles, and procedures;
- Principles and procedures of financial record keeping and reporting;
- Modern office methods, practices, procedures, and computer operations and equipment;
- General principles of financial management;
- Financial analysis and projection techniques;
- Application of data processing to accounting systems;
- Ability to exercise good judgment and adaptability in following administrative procedures;
- Learn, interpret and apply relevant laws, rules, regulations, and guidelines;
- Establish and maintain complex financial records and to prepare accurate financial summaries and reports;
- Possess excellent people skills;
- Effectively communicate in both oral and written form;
- Handle with courtesy and tact a variety of stressful situations including public contacts;
- Establish and maintain effective working relationships with those contacted in performance of assigned duties.

**Skills & Qualifications:**

To perform this successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and abilities requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience**

Three years of increasingly responsible accounting experience as a full-charge accountant in an accrual-based computerized accounting environment; fund accounting experience is desirable. Ability to write coherent correspondence, reports and Board Agendas. Proficiency in Microsoft Office including Word, Excel, PowerPoint and accounting/financial databases.

**Education**

Associates Degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field. Bachelor's Degree preferred.

**Essential Functions:**

- Establish and maintain effective working relationships with those contacted in performance of assigned duties;
- Must be able to stand, sit, squat, bend, kneel and twist on an occasional basis. Must be able to lift up to 25 pounds on an occasional basis. Must be able to use a keyboard and view data on a screen on a daily basis;
- Must have a valid California State Driver's License with excellent driving record.