



Bellflower Unified School District

Personnel Services • 16703 S. Clark Ave. • Bellflower CA 90706 • 562-866-9011 Ext. 2120 • www.busd.k12.ca.us

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PLEASE POST

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DATE POSTED: JANUARY 12, 2018

ACCOUNTING MANAGER Management Position Dual Certification

SALARY: Minimum of \$70,823 to a maximum of \$86,946 annually. The salary rate is based on the 2016-2017 salary schedule for classified management. This is a five step schedule. Vacation-24 days per year.

POSITION: As a member of the district's management team the successful candidate will assist in the operation of the school district's central accounting activities, internal audits, and management reviews. Reviews and directs all reports prepared by the accounting department; directs and corrects daily activity and error accounts; coordinates and prepares reports for withholding taxes, sales taxes, fuel tax, State unemployment tax and monthly quarterly tax reports; reconciles all bank statements; reconciles fringe benefit accounts; manages the employee health and dental insurance programs; audits elementary and secondary Associated Student Body funds; conducts management reviews (audits) of the Child Development, Adult Education, Food Services and Special Education funds; responds to the County and State as a result of all audit exceptions; coordinates the external audit for all funds; conducts a monthly internal audit of the cafeteria fund including daily, monthly, and quarterly receipts, invoices, payables, general ledger postings, and financial statements; manages inventory control; directs revolving cash; manages accounts payables; prepares and manages energy reports; may evaluate and supervise fiscal services personnel.

QUALIFICATIONS: **Education/Experience:** Four years of responsible accounting experience and the equivalent to an Associate of Arts degree with emphasis in accounting. A maximum of two years of experience may be substituted for one year of college not to exceed four years of experience. Preference will be given to applicants with a Baccalaureate degree in accounting or a related field and to candidates with prior school district or public agency experience. **Knowledge/Ability:** The qualified candidate will have the ability to analyze, interpret and prepare financial statements and reports; apply and adapt established methods to a variety of accounting transactions and problems; operate a computer terminal; read interpret EDP. Must have a broad knowledge of modern methods, practices and terminology of budget and fiscal procedures. **Other:** A valid California driver's license and insurability by the district's auto insurance carrier must be maintained at all times during employment with the district. Must successfully pass a drug screening by a physician of the district's choice prior to employment.

EXAMINATION: The examination may include a written test, performance test and a Technical Oral Interview.

APPLICATION: District application may be obtained online at www.busd.k12.ca.us and at the above address between 8:00 a.m. and 4:30 p.m. Monday through Friday. **Must submit a district application, letter of interest, and resume.** Resumes will not be accepted in lieu of the required applications.

CLOSING DATE: **Wednesday, February 28, 2018 at 4:30 p.m.**

TEST DATE: To be determined.

APPLICATION REQUIREMENTS: Employment applications will be received in the Personnel Commission office Monday through Friday, between 8:00 a.m. and 4:30 p.m. All applications for employment with the school district must be made on official district forms and must be complete and accurate. All information you provide will be subject to review and verification. The Personnel Commission reserves the right to limit the number of qualified candidates for this examination. Your application will only be accepted if clearly indicates that you meet the minimum qualifications for the position. The Personnel Commission shall assume no responsibility for late notices, delays, or non-delivery by the United States mail service.

EXAMINATION NOTIFICATION: Notification of examination time and place may be made through the United States mail service or email.

CONVICTION RECORD: If you have ever been convicted, fined, or placed on probation for any violation of the law, you will be required to make a full explanation including dates, places, charges, and disposition of all cases. Although the existence of a conviction records does not automatically disqualify you from employment, failure to disclose all information pertaining to your record will result in immediate termination.

TUBERCULOSIS TESTING: Prior to employment, you will be required to pass a tuberculosis examination at your expense.

PHYSICAL EXAMINATION AND DRUG TESTING: Depending upon the position, prior to employment you will be required to successfully pass a physical examination and a drug screening test at the district's expense. Official offer of employment is conditional based upon medical examination results.

MILITARY SERVICE CREDIT: For entry level positions only. In order to obtain credit you must provide proof of qualifying military service at time of application.

ORGANIZATIONAL SECURITY: Upon appointment to positions other than management, confidential, or non-classified, you will be required to join the California School Employees Association, Chapter 32, or pay the association a fee for service unless you are a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations. In this case, the employee shall, in lieu of the service fee, pay sums equal to the service fee to a non-religious, non-labor organization charitable fund exempt from taxation under Section 501 (c) (3) of Title 26 of the Internal Revenue Code such as the American Cancer Society, American Heart Association, or Cerebral Palsy Fund.

MEDICAL, DENTAL, AND VISION PLANS: The District currently provides medical, dental, and vision care plans. Regular employees working 50% of the time or more may choose between three medical care plans, two dental plans, and one vision plan.

RETIREMENT: The district has combined retirement plans with the Public Employees Retirement System (PERS) and the Old Age Survivor and Health Disability Insurance (OASHDI). This is a joint employer-employee retirement plan.

VACATION: Vacation ranges from 12 to 20 days per year based on 12 months of full-time employment and based on the number of years of service to the district, unless the positions is designated as confidential in which case you receive 24 vacation days per year based on 12 months of full-time employment.

HOLIDAYS: The district provides 13 paid holidays per year based on 12 months of full-time employment.

OTHER LEAVES: The district has a variety of paid and unpaid leaves available such as bereavement, infant care, personal necessity, sick leave, maternity leave, and military leave.

ACCOMODATION: You are required to attach an explanation to your application for any accommodations you may need for examinations.

MERIT SYSTEMS: The Bellflower Unified School District is a merit system district (civil service). Therefore, all applicants will be judged solely on the basis of merit and fitness. Final selection will be made from the top three ranking candidates of an eligibility list established through the testing procedure unless otherwise noted such as with an unranked listing.

Notice of Non-Discrimination: Bellflower Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religious creed, sex, sexual orientation, medical condition, marital status, military/veteran status, genetic information or association with a person or a group with one or more of these actual or perceived characteristics. Classified staff who have questions or concerns about the policy can contact the Business and Personnel Offices, at 562-866-9011, extension 2130.