

# **KERN COUNTY CHILDREN AND FAMILIES COMMISSION**

## **Job Description**

Position Title: Principal Accountant

Appointing Authority: Executive Director

Employment Classification: Exempt

Fundamental Objectives: Under the direction of the Executive Director, the Principal Accountant provides accounting and auditing support to the Executive Director, to other staff and to the Commission in its mission to promote, support and improve the early development of children from the prenatal stage to five years of age.

Major Duties and Responsibilities:

Develops and manages the financial planning, budgeting, analysis, record keeping and reporting functions of the Commission; develops and executes financial control systems, analyzes accounting requirements and develops accounting systems if necessary; receives and evaluates financial data; supervises the development of various financial and operations reports; formulates and implements improved financial procedures; reviews and approves financial transactions, including payroll, accounts payable, accounts receivable and Contractor payments.

Coordinates and manages the annual audit process; conducts and supervises audits. Plans, conducts and reviews a variety of accounting and auditing activities involving Commission operations, contracts and grants to program and service providers.

Prepares journal transactions dealing with payroll, investments, fund transfers or other subjects. Prepares a variety of reports involving grants, contracts, loans, statistics, legal requirements, and cost accounting. Prepares letters, reports and correspondence.

Confers with staff, program and service providers, and the public on accounting and auditing requirements, grants, contracts, plans, services and operations.

Operates a personal computer employing various software systems.

Performs other duties as assigned.

Minimum Qualifications:

Graduation from an accredited college or university with a Bachelor's degree in Accounting, Business Administration or a related field.

Three (3) years of progressively responsible paid accounting and/or auditing experience, including experience in the administration and review of grants and contracts.

Current licensure as a Certified Public Accountant (CPA) is desirable.

Must have a valid California driver's license, acceptable DMV printout, and adequate car insurance coverage.

Special Requirements: Ability to work a flexible work schedule depending on assignments and to travel within and outside the County to attend meetings and conferences.

Knowledge Of:

California Children and Families Act of 1998 (Proposition 10) and local implementing legislation.

Accounting and auditing principles, theories and practice of public finance; governmental accounting and budgeting; principles and practices of supervision and training; statistical and research methods; financial reporting.

Administration of budgets, grants and contracts; effective business writing; state, county and community political and policy-making processes; effective communication and public presentation methods and skills.

Ability To:

Develop and implement appropriate systems for accounts, records, forms and procedures; establish and maintain complete and accurate records; analyze and verify financial records and documents; supervise and train staff.

Gather and analyze data; prepare clear, concise and effective reports and recommendations; analyze problems, consider alternatives, project consequences, draw logical conclusions and adopt appropriate solutions.

Communicate effectively; meet and deal tactfully with the public and others; develop and maintain effective working relationships.

Exhibit initiative, integrity and sound judgment; coordinate multiple activities; work with minimum supervision; maintain confidentiality; organize work, set priorities, meet critical deadlines and follow up on assignments; understand and follow oral and written

instructions.

Understand, interpret and apply pertinent provisions of laws, rules, policies, procedures, legislation and other instructions.

Use a personal computer or other automated equipment and up-to-date software programs; use the Internet and related technology to do research, to exchange information, and to perform other related tasks.

Follow safe work practices as directed and trained.

Health Requirements: Completion of physical and substance abuse screening may be required by the Commission upon employment.

Salary Range: *Refer to Salary Step Schedule*

To Apply: Please submit your application and resume to:

Executive Director  
First 5 Kern  
2724 L Street  
Bakersfield, CA 93301