

X.A.5.a.i Explanation of Responsibilities

| DAC | Name | Position Type | Previous Job Title | Others considered for the Position | Credentials | Explanation of Duties | Job Description |
|--------------------------|---------------------------|---------------|------------------------|---|--|--|-----------------|
| Financial Services 5011 | Gonzalez, Lourdes Yvette | Accountant | Accounts Payable | Competitive recruitment process. All documents located in HR. | 6 or more years of accounting experience and fund accounting | Performs accounting and financial functions for the District. | √ |
| Financial Services 5011 | Herlein, Teresa Ann | Accountant | Procurement Specialist | Competitive recruitment process. All documents located in HR. | 6 or more years of accounting experience and fund accounting | Performs accounting and financial functions for the District. | √ |
| Technology Services 5041 | Wright, Charlene Michelle | Programmer Sr | Programmer | Competitive recruitment process. All documents located in HR. | Associates degree | Responsible for application design and development, logical database design, and provides comprehensive support of District ERP system, associated web interfaces, and web-based applications. | √ |

TUCSON UNIFIED

SCHOOL DISTRICT

ACCOUNTANT

UNIT: CWA Supervisory/Professional

FLSA: Exempt

SUMMARY

Performs accounting and financial functions for the District.

MINIMUM REQUIREMENTS

Bachelor's degree in Business or related field,

AND

Four (4) years of accounting experience

OR

Six (6) years of professional accounting experience which includes one year of fund accounting experience.

Experience with compliance issues pertaining to Federal Grants.

Four (4) years experience using Microsoft Excel.

Ability to use word processing and database programs.

Knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) and Generally Accepted Auditing Standards (GAAS).

Verbal & Written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training or education.

PREFERRED QUALIFICATIONS

Knowledge of the Uniform System of Financial Records (USFR).

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check required.

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Prepares, monitors, implements, and evaluates various District budget processes. Maintains the budget book/spreadsheet and other various budget-related spreadsheets.

Reconciles, interprets, and reviews financial data and general ledger accounts.

Audits transactions for accuracy and maintains accounts.

Reviews purchasing requisitions to ensure proper coding and adherence to various budgets.

Prepares a variety of financial reports and processes journal entries.

Review, approves and adjusts budget journal entries.

Audits and interprets a variety of asset management functions and ensures compliance with Federal, State, and Governing Board Policy and Statutes.

Investigates and responds to accounting inquiries from vendors, staff, schools, personnel, administrative and staff and governmental agencies.

Answers financial questions and resolves accounting problems.

Prepares financial statements for District Trust Boards.

Uses computer software in preparing and recording financial data.

Serves as financial consultant/staff advisor on various district committees.

Prepares annual summary and transmittal of 1099R's.

Assists in the preparation of the Annual Financial Report (AFR) and Comprehensive Annual Financial Report (CAFR).

Prepares a variety of reports to outside agencies on a quarterly or annual basis.

Collaborates with District staff, County Schools, County Treasurer, and banks on financial transactions.

Compiles and prepares financial data for auditors and assists in annual audits and any other requested financial audits.

Works on special projects.

Adhere to all court orders, state and federal laws, and District policies and regulations.

Perform other duties as assigned.

MENTAL TASKS

Communicates. Reads. Comprehends. Performs functions from oral and written instructions and from observation of others. Evaluates written materials.

PHYSICAL TASKS

Work involves performing duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as computers, telephones, printers, copiers, and fax machines.

WORKING CONDITIONS

Indoor office environment. Exposure to noise. Contact with employees, auditors, etc.

CONTROL, SUPERVISION

None.

M:Comp and Class
New: 2/15
Rev: 3/22

TUCSON UNIFIED SCHOOL DISTRICT

PROGRAMMER, SENIOR

UNIT: CWA Supervisory/Professional

FLSA: Exempt

SUMMARY

This position is responsible for application design and development, logical database design, and provides comprehensive support of District ERP system, associated web interfaces, and web-based applications. The position will work with departments within the District to provide them with a comprehensive solution to their computing needs.

MINIMUM REQUIREMENTS

Bachelor's degree in Computer Science or related field.

Two (2) years of experience programming applications and/or large relational databases.

Five (5) years experience programming applications and/or large relational databases may be substituted for Bachelor's degree.

Experience in a Client/Server environment.

Knowledge of and skill in applying ERP software tools.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training or education.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check.

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Analyzes, designs, develops, tests, implements, and documents software solutions that ensure data integrity throughout the automated system.

Develops and maintains client/server applications. New table definitions, data views, functions, procedures, and packages will be created in support of end-user requests.

Create test plans; performs and debugs application testing.

Technical testing of code and documentation to ensure data integrity.

Analyzes, tests, and applies changes to the application environment under the prevailing change management procedures and requirements.

Develops programming analysis and coding structure, given system context, and creates flowchart, pseudo-code or specific outline.

Writes structured code and programming documentation for a system component, using programming languages and modular programming techniques.

Provides programming and analysis of components within subsystems of large relational databases.

Understands the integration of complex modularized database systems.

Analyzes, programs, and develops applications to efficiently query and maintain data in a very large relational database.

Analyzes functional and programming problems or new requirements, interfacing with users, database administrators and software support. Codes and test solution modifications.

Analyzes and develops reports and processes constructed using a variety of programming languages.

Analyzes and optimizes the performance of components.

Performs maintenance and minor modifications for existing systems.

Applies analysis and structured programming techniques.

Investigates emerging technologies.

Adhere to all court orders, state and federal laws, and District policies and regulations.

Perform other duties as assigned.

MENTAL TASKS

Communicates. Reads. Comprehends. Analyzes. Listens. Performs functions from written, graphic, and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses computers, computer peripherals and office equipment such as telephone, computer, printer, and copier.

WORKING CONDITIONS

Indoor. Office environment. Exposure to noise. Contact with employees, students and public.

CONTROL, SUPERVISION

Lead control of assigned staff and projects.

M:Comp and Class
New: 3/00
Rev: 3/22