

Accountant

Published Date: Apr 25, 2025

Location: US

Company: Los Angeles Unified School District

SALARY DETAILS

\$33.06 - \$40.44 Hourly

APPLICATION FILING DATES

April 25, 2025 - May 12, 2025

INFORMATION ABOUT LAUSD

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life. LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD EMPLOYEES: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200 or via their page at: <https://www.lausd.org/helpdesk>

BENEFITS

Insurance: District paid premiums for your choice of several medical, dental, and vision for you and your dependents; and life insurance plans

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Full-time employees earn up to two weeks of paid vacation. Three weeks after five years of year-round paid service.

Paid Holidays: Up to 13 days.

JOB DUTIES/RESPONSIBILITIES

An **Accountant** performs professional accounting duties that involve the application of judgment and discretion in the analysis and application of accounting principles and practices in maintaining fiscal controls and records, preparing transactions, and initiating reports.

Typical duties include:

- Planning projects and reports relative to the assigned portion of the accounting system, which may involve establishing or recommending new procedures or instructions.
- Preparing journal vouchers and making adjusting and closing entries.
- Maintaining ledgers of accounts, preparing periodic trial balances, and reconciling them to the General Ledger or control accounts.
- Training and supervising clerical personnel as assigned.
- Disseminating information regarding procedures, regulations, and status of accounts.
- Maintaining records of revenue and income, estimates revenues, and distributes income to various funds.
- Analyzing accounting, financial, and inventory conditions and makes appropriate adjustments.
- Reviewing coding for account distribution according to fund, appropriation, organizational unit, and legality.
- Preparing special reports by checking documents, analyzing entries, and selecting pertinent data.
- Preparing reconciliations of accounting and/or financial information.
- Preparing invoices for payment of voluntary deductions for transmittal of salary deductions to appropriate agencies and firms.
- Applying expenditure controls over appropriations and stores replenishment.
- Performing related duties as assigned.

Please Note: This is not an exhaustive list of the responsibilities of this position. For a comprehensive list of duties performed, please refer to the class description: [Accountant - Class Description](#)

MINIMUM REQUIREMENTS

ENTRANCE QUALIFICATIONS:

Graduation from a recognized college or university with a bachelor's degree, including or supplemented by the completion of courses that provide at least 12 semester units or equivalent units in accounting. Professional or technical-clerical accounting or field-auditing experience may substitute for two years of the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent and completion of at least 12 semester units or equivalent units in accounting is met.

In order to ensure that the minimum qualifications are met, we need to verify your educational document(s). As such, you **MUST** upload your diploma/degree (i.e. scan or take a picture of your diploma/degree) or transcripts to your candidate profile under "attachments."

Note: All entrance requirements must be met by the end of the filing period in order to move forward with the assessment process. To verify the education requirement, transcripts, diplomas and/or certifications must be presented at the time applications are screened. As such, you **MUST** upload your diploma/degree (i.e. scan or take a picture of your diploma/degree) or official transcripts to your candidate profile under "My Uploaded Documents." Candidates who have completed college or university coursework at an institution in a country other than the United States, must obtain a complete evaluation of foreign transcripts and degrees. Please be sure to request a DETAILED report. For a list of approved evaluation organizations, visit: <https://www.lausd.org/Page/7876>

DESIRABLE QUALIFICATIONS

Ideal candidates will have a working knowledge of:

- Current financial accounting and governmental accounting principles and procedures
- Office methods, practices, and procedures
- Uses of computers in accounting functions
- Statistical and financial presentation of data
- Microsoft Office

An ideal candidate in this position will have the ability to:

- Analyze and interpret accounting data
- Learn and apply laws, rules, and accounting procedures
- Supervise effectively
- Deal effectively with the public and District personnel
- Communicate effectively in oral and written English

EMPLOYMENT SELECTION PROCESS

The selection process may consist of one or more of the following: a Training and Experience Evaluation (T&E), a Written Test, Technical Project, Writing Project, and/or a Technical Interview. Application materials (your candidate profile, resume and supplemental questionnaire) will be evaluated in relation to the background, experience, and competencies identified for successful performance in this job. For this reason, it is highly recommended that your application materials clearly show all of your relevant background and specialized skills, knowledge, and abilities.

Please be sure to include correspondence from lausd.net AND successfactors.com as approved senders to prevent our correspondence from accidentally being placed into your spam or junk e-mail folder. We anticipate receiving a number of well qualified applicants for this position; therefore, there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request we will be adhering to a pre-planned employment assessment schedule. If you are unable to attend the scheduled assessment dates, please note that we recruit for this position on a regular basis. We encourage you to visit our website, <http://www.lausdjobs.org> periodically to check for the next recruitment and we encourage you to apply again. For more information about the LAUSD employment assessment process, visit the hiring process section of our website at <http://www.lausdjobs.org>.

If you have questions regarding the employment selection process, please contact Camille Griego at camille.griego@lausd.net

APPLICATION PROCESS

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Email us at helpmeapply@lausd.net

To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org>. The Los Angeles Unified School District intends that all

qualified persons shall have equal opportunities for employment and promotion. Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

ADDITIONAL POSTING INFORMATION

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance. For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

Follow us on:

<https://twitter.com/lausdjobs>

<https://www.facebook.com/LAUSDjobs/>

<https://www.linkedin.com/groups/1997274>

<https://www.instagram.com/lausdjobs/>