

Accounting Operations

Maintains the District's general ledger

Analyzes general ledger account balances and prepares/posts journal entries

Completes monthly cash (and investment) reconciliations

Financial Policies and Procedures

Provides written guidance to agencies to ensure consistency in accounting practices

Financial Control and Reporting

Maintains the District's general ledger

Prepares financial statements in accordance with generally accepted accounting principles

Prepares the District's Comprehensive Annual Financial Report

Conducts various types of systems and accounting training

Advises agencies on proper accounting treatment for transactions, as needed

Pay and Retirement Services

Processes pay checks for District employees

Maintains records of employee compensation and related payments

Provides annuity payments and other related benefits to eligible former employees