ACCOUNTANT

DEFINITION

Under direction with minimum supervision, performs complex technical and analytical accounting, budgeting, and other financial or statistical activities within a department of the business services administration. These positions are typically assigned to accounting, budget, payroll, insurance, student attendance, financial aid or other business areas where the technical nature of the job requires in-depth understanding of these functions thus, not all duties listed apply to all positions.

TYPICAL DUTIES

Adapts accounting and record keeping functions to computerized accounting systems. Analyzes records of financial transactions to determine accuracy and completeness of entries and makes additions and corrections. Establishes budget numbers and codes transactions to appropriate budget numbers. Provides technical assistance in the analysis of accounting and other fiscally related issues within the designated business services department and for other departments. Assists in the development of specifications; develops computer applications such as spreadsheet and word processing applications; and uses a variety of computer accounting and office software programs. Performs accounting duties in the overall establishment, maintenance and control of accounts, cash, and funds of the District, including management of vault activity and assists in department’s organization and workflow. Processes the collection of returned checks including maintenance of student records. Reviews transactions for compliance with District procedures, board policies, Education Code provisions and other State, Federal, and regulations. Prepares financial reports and analysis for accounting, budget, payroll, and personnel matters including reporting for categorical programs. Performs the annual closing and reopening of the District's campus-based accounts. Audits contracts, and prepares reports to substantiate transactions prior to settlement as needed. Serves as a lead for Account Clerks and other staff. Maintains, and analyzes budgets, and prepares periodic reports comparing budgeted to actual costs including the preparation and submission of complex budget and journal entries. Prepares required analyses, working trial balances and other schedules required for the District's annual audit. Computes taxes owed, ensures compliance with tax payment, reporting, and other tax requirements. Assists in the improvement of District fiscal processes and procedures. Uses budgeting, cost, general, property, and tax accounting systems. Inventories real property and equipment, and records description, value, location, depreciation, and other information. Reviews submitted grants and contracts for budget, contract language, and compliance issues, and request changes as necessary. May act as full-charge accountant for the bookstore including responsibility for cash management. May maintain store payroll records, including the preparation and processing of time sheets. May act as full-charge accountant for campus-based funds including college foundation. Performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of technical experience in finance, budget and/or accounting, including experience in data processing applications.
EDUCATION
Completion of the requirements for a Bachelor’s degree in Business with a major in Accounting or a related field from an accredited college or university OR satisfactory completion of 60 semester units of course work which includes elementary and advanced accounting, auditing, cost accounting, data processing and business law with three years of increasingly responsible experience in finance, budget and/or accounting.

KNOWLEDGE OF
Knowledge of general and governmental accounting and budget principles; methods and practices of financial and statistical record keeping; and computerized systems and applications as related to financial record keeping. Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, and their applications; administrative and clerical procedures and systems; and Sales Tax, Use Tax, and 1099 information. Knowledge of Accounts Payable, Accounts Receivable, and General Ledger functions; spreadsheets, databases, word processing, e-mail, and calculators, as well as a variety of financial and student information software packages specific to the incumbent’s department.

SKILLS IN
Skill in using mathematics to solve problems; understanding written sentences and paragraphs in work related documents; and finding information and identifying essential information. Skill in finding ways to structure or classify multiple pieces of information; using logic and analysis to identify the strengths and weaknesses of different approaches; and observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts. Skill in listening to what other people are saying and asking questions as appropriate; communicating effectively with others orally and in writing as indicated by the needs of the audience; and managing one's own time and the time of others.

ABILITY TO (ESSENTIAL FUNCTIONS)
The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to add, subtract, multiply, or divide quickly and correctly; apply data processing applications to accounting functions and other financial or statistical activities; and to apply general rules to specific problems to come up with logical answers. The ability to apply generally accepted accounting principles and procedures; analyze financial data and draw sound conclusions; prepare financial statements for the various District funds; and assist in the design and development of accounting and budgeting computerized systems. The ability to combine separate pieces of information to form general rules or conclusions; communicate information and ideas orally and in writing so others will understand; learn and interpret laws, rules, regulations and policies and apply them to specific cases; and prepare clear, complete, concise reports. The ability to quickly and accurately compare letters, numbers, objects, or patterns; propose resolutions to problems quickly and efficiently; see details of objects at a close range; and understand and organize a problem and then to select a mathematical method or formula to solve the problem.

TYPICAL EQUIPMENT USED (May include, but not limited to)
Computer, calculator, change counter, check endorsing machine, copier, dollar bill counter, fax, microfiche and microfilm readers, postage machine, telephone, typewriter, and safe.