

ACCOUNTANT

DEFINITION

Under direction of assigned supervisor/manager, perform 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, auxiliary services, or other business areas where the technical nature of the job requires in-depth understanding of these functions.

TYPICAL DUTIES

Adapt accounting and recordkeeping functions using budgeting, cost, general, property, and tax accounting computerized systems; analyze records of financial transactions to determine accuracy and completeness of entries and make additions and corrections; establish budget numbers and assign to transactions; provide technical assistance in the analysis of accounting and other fiscally related issues; perform accounting duties in the overall establishment, maintenance and control of accounts, cash, and funds of the District, including management of vault activity; assist in department's organization and workflow; process the collection of returned checks including maintenance of student records; review transactions for compliance with District procedures, federal, state and local laws, policies and regulations; prepare financial reports and analysis for accounting, budget, payroll, and personnel and related matters, including reporting for programs with restricted funds; perform the annual closing and reopening of the District's campus-based accounts; audit contracts, and prepare reports to substantiate transactions prior to settlement; serve as a resource for Account Clerks and other staff; maintain and analyze budgets, and prepare periodic reports comparing budgeted to actual costs, such as the preparation and submission of complex budget and journal entries; prepare required analyses, working trial balances and other schedules required for the District's annual audit; compute taxes owed, ensure compliance with tax payment, reporting, and other tax requirements; assist in the improvement of District fiscal processes and procedures; inventory real property and equipment, and record description, value, location, depreciation, and other information; review submitted grants and contracts for budget, contract language, and compliance issues. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Two years of experience related to the duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

Completion of a bachelor's degree in accounting, business with a concentration in accounting, or a related field; **OR**, a bachelor's degree in any discipline **AND** one additional year of qualifying experience; **OR**, satisfactory completion of 60 semester units of course work **AND** two additional years of qualifying experience.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

KNOWLEDGE OF

General and governmental accounting and budget principles; methods and practices of financial and statistical recordkeeping using computerized systems and applications related to financial recordkeeping; applicable federal, state, and local laws, policies, and regulations, and office processes and procedures;; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state, and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and time lines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.