



Position: Accountant	Position Number:
Department/Site: Business Services	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Controller	Salary Range: 36

DESCRIPTION:

Under the general direction of the Controller or other assigned supervisor, coordinate and perform professional and technical responsibilities related to the District's financial operations; assist in maintaining control over fiscal information system by monitoring and analyzing financial records, recommending accounting procedures and controls, preparing and interpreting monthly and annual financial reports, and assuring compliance with District, State and federal policies, procedures, and regulations, as well as GAAP and GASB; provide technical assistance to accounting staff.

REPRESENTATIVE DUTIES:

The following is a list of duties that are representative of the position and include, but are not limited to, the following:

- Perform account analyses; prepare journal entries to record or correct transactions.
- Maintain account detail, either individually or through the work of others.
- Monitor the appropriate use of account numbers; assure the appropriate classification and recording of financial transactions and recommend changes in procedures when appropriate.
- Gather, review, and analyze data to troubleshoot problem areas such as compliance of fiscal procedures with applicable statutes and regulations or internal control standards.
- Provide technical direction and guidance to other accounting staff.
- Coordinate monthly and fiscal year-end schedules and deadlines for accounting activity.
- Assure general ledger and annual reports accurately reflect the District's financial position, periodically and at fiscal year-end.
- Assure financial records are maintained in compliance with GAAP and GASB, and recommend changes in procedures when appropriate.
- Prepare and interpret interim and annual financial statements and reports.
- Perform operational or financial audits as required to analyze financial activity.

- Assist in the coordination of the annual external financial and compliance audit.
- Draft procedures and train staff in appropriate compliance and in techniques of analysis and reconciliation.
- Assist in the determination of specifications and implementation of financial systems.
- Perform other job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of accounting and auditing.
- Various data processing computer applications for accounting and financial management.
- Fund accounting.
- Technical aspects of account analyses.
- Spreadsheet programs.
- Basic arithmetic functions.
- Business English usage, spelling, grammar, and punctuation.

Skills and Ability to:

- Perform complex account analyses and reconciliations.
- Perform financial analyses and interpret results.
- Communicate in English, clearly and concisely, both orally and in writing Perform operational audits to determine the impact of financial information.
- Prepare and interpret various financial statements and reports.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Demonstrate positive interpersonal skills using tact, patience, and courtesy.
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timetables.
- Utilize and apply the technology of word processing, database, and spreadsheet applications.
- Perform mathematical calculations with speed and accuracy.
- Plan, formulate, and execute clerical procedures and directives, in accordance with assigned duties and office policies; maintain accurate and neat records.
 - Follow rules, laws, and policies and apply them with good judgment in a variety of procedural situations.
 - Provide work direction and guidance to others.
 - Handle information in a discreet and confidential manner.
 - Analyze situations accurately and adopt an effective course of action.
 - Exercise reasonable judgment in all circumstances.
 - Work independently and function effectively within a team setting while demonstrating leadership.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in accounting, business administration, or a related field, and
- Three (3) years of professional experience in accounting, financial analyses, or auditing, with significant responsibility in general ledger analyses and financial statement preparation.

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License, and evidence of insurability

WORKING CONDITIONS:**Environment:**

Office setting with a combination of private offices and cubicles of co-workers in the same room, servicing the accounting needs of other employees and students.

Physical Effort: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position, including sitting at a computer for long periods of time.
- Manual dexterity sufficient to write, use telephone, and business machines for extended periods of time
- Vision sufficient to read printed materials
- Hearing sufficient to conduct in person and telephone conversations (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance or on the telephone
- Physical mobility sufficient to move about the work environment
- Physical tolerance to be exposed to dust, pollen, and other aspects of indoor office air.