



<b>Position:</b> Senior Accountant	<b>Position Number:</b>
<b>Department/Site:</b> Administrative Services	<b>FLSA:</b> Non-Exempt – (Classified CSEA)
<b>Reports to:</b> Controller	<b>Salary Range:</b> 45

**DESCRIPTION:**

Under general direction of the Controller, organizes, and prepares accounting records, management reports, audit schedules, and other ad-hoc reports. Reviews the work of others engaged in the performance of professional accounting duties; performs duties requiring specialized knowledge; prepares and maintains a variety of complex accounting records.

**DISTINGUISHING CHARACTERISTICS:**

This position is distinguished from other positions by the higher level of responsibility assumed, complexity of duties assigned, and independence of action taken. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility, highly competent in and knowledgeable about all aspects of public education accounting, and able to direct and coordinate the work of others.

**REPRESENTATIVE DUTIES:**

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

- Review accounting and financial documents to ensure accuracy of information and calculations and make correcting entries; examine supporting documentation to establish proper authorization and conformance with contracts and other agreements, policies, and appropriate regulations.
- Prepare and maintain control and subsidiary accounting records; prepare trial balances and financial reports using computerized and manual systems.
- Compile and prepare journal entries and periodic reconciliations of general ledger, subsidiary accounts, and bank statements; make correcting entries as required; compile and prepare financial reports and supporting schedules and documentation.
- Perform cost and/or rate studies and analyze cost factors.

- Build and maintain positive working relationships with co-workers, other district employees, students, and the public using principles of good customer service.
- Perform various general ledger account reconciliations and account variance analyses.
- Prepare various audit schedules and financial statement footnotes.
- Responsible for all levels of fixed asset accounting. Preparation of all depreciation and fixed asset schedules. Update and monitor capital expenditures/forecast report.
- Develop and recommend policies and procedures for financial reporting and cost analysis; prepare instructions for changes in the accounting system; provide advice and assistance to other accounting staff.
- Maintain current knowledge on relevant systems and accounting standards, including GAAP and IRS regulations.
- Initiate and implement continuous process/reporting improvements and contribute to the assessment of internal controls.
- Assist with the annual planning and budgeting process and year-end projections.
- Prepare daily cash report.
- Prepare special analyses and work on special projects as needed.
- Reviews the work of others engaged in the performance of professional accounting duties
- Perform other job-related duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Federal, state, local and District laws, regulations, and policies governing fiscal requirements of educational institutions.
- GASB and GAAP standards, general business and collection practices, hardware/software development as related to Business Office functions.
- Computer-based accounting systems and technology.
- Business financing and financial principles.

### **Skills and Ability to:**

- Recognize areas of concern; analyze situations, select alternatives, project consequences of proposed actions; negotiate mutually satisfactory solutions to problems; make and implement recommendations.
- Remain knowledgeable of District policies, Business Office policies and procedures, and governmental regulations to effectively assist students, faculty, staff, donors, and others.

- Organize workload and prioritize duties; meet agreed-upon deadlines; work independently with little direction.
- Extract and analyze data and prepare reports, correspondence, and presentations.
- Understand and interpret rules, regulations, and laws related to assigned areas.
- Perform complex account analyses and reconciliations.
- Perform financial analyses and interpret results.
- Communicate in English, clearly and concisely, both orally and in writing.
- 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 unusual circumstances.
  - Work independently and function effectively within a team setting while demonstrating leadership.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in accounting or a closely related field, and
- Four (4) years of financial accounting experience, preferably in higher education.

#### **Licenses and Certifications:**

- Possession of an appropriate, valid California Driver's License, and evidence of insurability
- Desirable: Certified Public Accountant (CPA) license

#### **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.