Accountant

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of professional accounting work in the analysis, maintenance and auditing of financial and accounting records for assigned accounts, centers or programs; analyze and prepare financial statements, reports, accounts and records of revenues and expenditures.

DISTINGUISHING CHARACTERISTICS:

The Accountant is a professional-level class responsible for a variety of accounting tasks in the analysis and development of finance statements and reports. The Senior Accountant performs high-level professional accounting tasks and auditing work in the analysis of financial reports and development of special financial projects at the District-level.

REPRESENTATIVE DUTIES:

1. Perform a variety of professional accounting tasks in the analysis, maintenance and auditing of financial and accounting records for assigned accounts, centers and programs.

2. Analyze, verify and prepare financial statements, reports, accounts and records of expenditures and revenues; enter information into appropriate computerized system; make recommendations regarding the findings; maintain related files.

3. Prepare cash and check deposits; review account codes, input entries and review daily cash reports.

4. Prepare a variety of financial reports including income statements, balance sheets, budgets and other reports; review daily reports against cash and credit card receipt batches; prepare sales tax reports.

5. Assure the proper balance of accounts payable and accounts receivable; audit and process payment requests; reconcile bank accounts; print and disburse checks as appropriate.

6. Update current systems to support changes in technology.

7. Operate a computer, calculator and other office equipment.

8. Prepare and review journal entries for various departments including payroll accrual, interest from investments, bank charges, fees and credit card discounts, sales tax reclassification and other entries as assigned.

9. Communicate with various school personnel to provide accounting information and support; communicate with outside contacts regarding bank transactions and other accounting related issues.

10. Audit and assist with physical inventory as assigned.

11. Initiate research as necessary.

12. Review bank accounts for irregularities and make corrections as necessary.

13. Provide work direction and guidance to students or other accounting personnel.
14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

**KNOWLEDGE OF:**

1. Accounting practices, procedures and terminology.
2. Financial and statistical record-keeping techniques.
3. Modern office practices, procedures and equipment.
4. Operation of a computer and assigned software.
5. General accounting, budget and business functions of a school district.
6. Preparation of financial statements and comprehensive accounting reports.
7. Oral and written communication skills.
8. Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Perform a variety of professional accounting work in the analysis, maintenance and auditing of financial and accounting records for assigned accounts, centers or programs.
3. Analyze and prepare financial statements, reports, accounts and records of revenues and expenditures.
4. Maintain accurate financial and statistical records and statements.
5. Verify, reconcile, balance, audit and adjust assigned accounts.
6. Communicate effectively both orally and in writing.
7. Establish and maintain cooperative and effective working relationships with others.
8. Work independently with little direction.
9. Plan and organize work.
10. Meet schedules and time lines.
11. Operate a computer and other office equipment.
   Make arithmetic computations with speed and accuracy.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor's degree in accounting, finance or related field and three years experience in the preparation and maintenance of financial and accounting records.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Sitting for extended periods of time.
4. Seeing to read various materials.
5. Bending at the waist, kneeling or crouching to file various materials.

DATE APPROVED: March 1, 1999
RANGE: N-51
EEO-CATEGORY: H-30