

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTANT

SUMMARY DESCRIPTION

Under the direction of the Controller, assist in the administration, coordination and fiscal analysis of General Fund Unrestricted and Restricted budgets; participate in fiscal year budget preparation of total revenue and expenditures of the general fund; perform a variety of complex accounting analysis and reporting.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist with the coordination and gathering of data and perform highly technical functions supporting yearly budget development and administration of the District General Fund Unrestricted and Restricted Budgets. **E**
2. Using position assignments, other relevant information and prior year statistical data, assist with the compilation of financial projections and budget data for the tentative and adopted budget for board approval; prepare budget documents for dissemination. **E**
3. Evaluate year-end encumbrances to determine carry over balances and prepare ending balances projection and analysis for General Fund/Unrestricted and special funded projects. **E**
4. Plan, prioritize and perform accounting work for specially funded projects; coordinate activities within projects; communicate with a variety of District, County, state and federal offices and agencies regarding specially funded programs. **E**
5. Monitor District-wide General Fund Unrestricted and Restricted budget, revenue and expenditures for variances and to ensure compliance; advise senior management regarding budget adjustments on potential over expenditures and other budget issues; make recommendation for budget adjustments as necessary to meet operational needs. **E**
6. Monitor and reconcile budgeted revenue and revenue received by the District's numerous funding sources including apportionment and special revenue for the State Chancellor's Office; analyze and compile financial data for special projects, studies or analysis. **E**
7. Analyze and approve specially funded account transactions; coordinate scheduling of specially funded program reports and claims to accommodate established deadlines. **E**
8. Provide technical leadership, guidance and analytical support to District wide staff, including deans, directors, project coordinators and vice presidents regarding appropriate accounting methods, budget development and other budget-related issues for General Fund Unrestricted and Restricted Programs. **E**
9. Review board action items for financial impact and compliance with legal requirements; review, interpret and assist with the implementation of federal and state laws and District procedures, rules and regulations involving various projects, contracts, grants and financial reporting. **E**

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Accountant - *Continued*

10. Assure the timely preparation of complex financial activity reports as necessary for Controller's review; file, maintain and distribute appropriate financial reports and claims with various governmental agencies. ***E***
11. Recommend and design data processing, operational approaches and modifications for selective grants, and various state and federal contract reports including modification to the District Chart of Accounts to fulfill reporting needs. ***E***
12. Research, compile, analyze and summarize data and prepare a variety of District wide and management reports for Controller's review and submission to various other executive staff. ***E***
13. Maintain income records; monitor the collection of funds due and ensure that revenues and expenditures are properly accounted for and distributed to appropriate programs and accounts. ***E***
14. Assist auditors in periodic audits of specially funded projects as well as District's yearly audit; provide for completeness and validity of documentation of financial transactions; compile necessary paperwork for auditors including paid invoices, contracts, time sheets, requested reports and other information as required; respond to auditor questions. ***E***
15. Obtain, review and analyze information concerning relevant new legislation and regulations that impact the District's legal budget and reporting requirements; assist with the development and implementation of procedures to ensure compliance. ***E***
16. Provide grant and contract proposal budget analysis; review Request for Proposals for external funding for fiscal impact on the District to ensure compliance with District policies and procedures, State Budget and Accounting Manual, California Education Code and Federal and state laws and related regulations. ***E***
17. Prepare and/or review entries to general ledger including year end closing and adjusting entries for specially funded projects. ***E***
18. Attend training and meetings for specially funded programs as required.
19. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles and procedures of general and governmental accounting as applicable to community colleges.

Generally accepted accounting principles and practices.

Basic principles and practices of budgeting and financial control

Federal, state and local laws, codes and regulations pertaining to community college accounting and financial reporting.

Mathematical principles and procedures.

Principles and procedures of financial and program audits.

Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

Basic principles and practices of fiscal, statistical and administrative research and report preparation.

Ability to:

Maintain and balance a variety of complex financial records, ledgers and accounts.
Organize and perform professional accounting work.
Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
Interpret and apply federal and state laws, rules and regulations relating to community college fiscal operations.
Research, compile, analyze, interpret, prepare and maintain a variety of complex fiscal, statistical and administrative records and reports.
Prepare a variety of complex financial statements and analyses.
Audit records and invoices for payment.
Perform mathematic computations and other accounting functions with speed and accuracy.
Prepare and administer budgets.
Train assigned project staff in budget establishment and control.
Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's degree in accounting, finance or related field and four years of increasingly responsible professional-level experience in accounting in a community college or related District-level school setting.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.