

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR ACCOUNT TECHNICIAN

SUMMARY DESCRIPTION

Under the direction of the Assistant Controller or other assigned management staff, oversee the business transactions of the College; serve as liaison to the campus bookstore, the Associated Student Organization (ASO) and the Fiscal Services staff; perform complex accounting analysis and reporting for various campus accounts.

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. Perform full charge bookkeeping duties for bookstore operations and other District accounts. **E**
2. Input and monitor various business transactions of the College; perform complex accounting analysis and reporting for various campus accounts; reconcile monthly bank statements and post adjusting general ledger journal entries. **E**
3. Perform monthly general ledger analysis and reconciliation of sub ledgers to the general ledger, including accounts receivable and accounts payable and revenues received from various sources; provide potential explanation for variances. **E**
4. Calculate and prepare financial projections for tentative and final budgets; prepare actual figures for adopted budget; monitor budget, revenue and expenditures for variances; make recommendations for budget adjustments as necessary to meet operational needs. **E**
5. Audit and post vendor invoices; prepare checks as payments to vendors. **E**
6. Set-up, audit and reconcile accounts receivable due to bookstore; prepare monthly customer statements. **E**
7. Audit and post bookstore cash receipts to compile sales figures; audit and post bookstore refund and book buy back activity to reconcile the bookstore change fund and cash accounts. **E**
8. Reconcile and prepare use/sales tax return for various campus accounts; prepare and mail tax return payments within established guidelines. **E**
9. Review inventory trends; prepare analysis and review actual inventory counts versus amounts booked for reasonableness. **E**
10. Prepare depreciation schedule in compliance with generally accepted accounting principles and GASB 35 requirements. **E**
11. Reconcile and prepare claims for reimbursement from the Chancellor's Office for new campus construction and building repair/maintenance improvements; review purchase requisitions and give final approval for processing. **E**
12. Enter a variety of financial and statistical data into a local area network (LAN) system; perform backups of the system; train others in the use of appropriate software, general various reports. **E**

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13. Prepare invoices and/or remittances for various governmental agencies and vendors; code and post journal vouchers; verify and reconcile warrant listings, stock requests, invoices and related data for various campus accounts. ***E***
14. Monitor bookstore investment accounts, make recommendation for appropriate investments and prepare appropriate entries depending on the status of the investments. ***E***
15. Monitor, audit, analyze and reconcile the accounts receivable for the general fund; compile information and complete assigned portions of the reports. ***E***
16. Prepare schedules/worksheets for external auditors and assist auditors in the audit of the bookstore, ASO and general fund. ***E***
17. Prepare all year end closing and adjusting entries for closing of the books for bookstore, ASO, capital outlay programs and other various general fund entries. ***E***
18. Coordinate, catalog and transport District files for storage; microfilm or destruct appropriate retained records. ***E***
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.

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

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

Mathematical principles and procedures.

Methods and techniques of financial and statistical record-keeping.

Principles and practices of budget preparation and control.

Oral and written communication skills.

Ability to:

Perform a variety of complex technical accounting functions.

Process and record accounting transactions accurately.

Compare numbers and detect errors efficiently.

Organize and prioritize various projects and timelines.

Research, compile, analyze, interpret, prepare and maintain a variety of fiscal, statistical and administrative records and reports.

Prepare a variety of complex financial statements.

Operate office equipment including computers and supporting word processing, spreadsheet and database applications.

Work independently with little direction.

Meet critical deadlines while working with frequent interruptions.

Perform mathematic computations and other accounting functions with speed and accuracy.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

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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: two years of college with major course work in accounting and three years experience in technical accounting related work.

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.

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Johnson & Associates
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