



ACCOUNTANT I

Reports to: Accounting Manager

Dept: Fiscal Services

Range:

FLSA: Nonexempt

EEO: Professional/Nonfaculty

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under direction, perform professional-level accounting duties, auditing, and financial analysis functions in support of the district and the Foundation. Provide accounting and financial system direction to others. Serves as an experienced resource to the district's administration to support sound financial decision-making. Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Accountant I is distinguished from Accountant II in that the incumbent in the latter class is assigned the more complex assignments including development of accounting processes and procedures, complex accounting modeling/reporting, oversight of payroll accounting, fixed assets management, and Foundation, as well as providing guidance to other Accounting staff, while the Accountant I is assigned a broad range of journey-level general accounting duties.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.
2. Maintain, balance, and audit the general and subsidiary ledgers; maintain income, expense and balance sheet accounts; prepare and post journal entries and fund transfers in

accordance with various governmental codes and accounting standards.

3. Prepare and analyze complex financial reports and statements, including preparation and submission of quarterly and annual state reports.
4. Utilize various complex accounting systems to complete reconciliations; post journal entries and Ad Hoc Bank transactions; input merchant fees; examine account statements for accuracy and completeness.
5. Provide accounting support for the Foundation. Generate reports; review and analyze the data; identify discrepancies; prepare customer invoices. Review assigned grant requirements and monitor spending to assist grant managers in ensuring compliance with contractual constraints; prepare, analyze, and reconcile grant and categorical program claims and reports; identify discrepancies and coordinate adjustments; update annual summary for grant details; complete grant billing, reporting, and support.
6. Maintain and balance cash receipts and deposits; prepare deposits and cash clearing transfers; perform reconciliations; maintain escheatment records and submit unclaimed funds to government authorities in accordance with state and federal laws.
7. Assist with complex payroll accounting, including reconciliation of ledgers and journal entries; research and resolve discrepancies involving pay, benefits, taxes, or omitted entries.
8. Assist with the district's fixed asset accounting module as needed.
9. Coordinate with the financial aid office to perform accounting duties related to student financial aid disbursements, project cashflow needed to cover student award disbursements, reconcile student awards, and resolve discrepancies.
10. Prepare invoices to various entities and maintain and reconcile accounts receivables; monitor aged receivables and compile uncollectible debt reports.
11. Assist with accounting support for the separate legal entity ledgers and transactions; reconcile accounts.
12. Perform quarterly and year-end functions and provide support for annual audits.

OTHER DUTIES:

1. Approve requisitions for correct account coding.
2. Identify, monitor, reconcile overage commercial and payroll warrants and follow the escheatment process including releasing funds as necessary.
3. Assist in the development of new procedures and provide ongoing auditing of current procedures to ensure compliance and effectiveness.
4. Provide support and training to other departments as needed on district accounting systems and processes.
5. Coordinates activities with banks, vendor representatives, and governmental agencies in the course of completing work assignments.
6. Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general financial and cost accounting, current tax laws and regulations.
- Federal, state and local policies.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Proficient in a variety of office equipment including a computer and appropriate software.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Strong analytical and problem-solving skills.
- Interpersonal skills using tact, patience, and courtesy.
- Knowledge of and ability to interpret, apply and explain rules, regulations, policies, and procedures and apply them in a variety of procedural situations.
- Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

EDUCATION AND EXPERIENCE:

Graduation from a four-year college or university with a degree in accounting, business, finance or a related field, and one year of related experience.

OR

An AA degree in accounting, business, finance or a related field and three years of related experience.

OR

An equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

N/A

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Work direction to lower-level staff, student employees and temporary staff.

CONTACTS:

Coworkers, other district personnel, vendors, students, the public, county officials, program and external auditors, bank personnel, and state, federal and local government agencies.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and/or stooping; occasional light lifting, carrying and/or pushing of objects weighing up to 25 pounds; work at a computer station on a regular basis for extended periods, involving moderate to heavy repetitive use of hands, wrists, shoulders and forearms; subject to frequent to constant visual stress. Ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving appropriate interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing deadlines.

WORKING CONDITIONS:

Primarily busy, indoor office environment; subject to frequent contact with and interruptions by individuals in person or by phone; may be required to work during day and/or evening hours including occasional weekends on an as-needed basis.