



ACCOUNTANT, SENIOR

DEFINITION

Under direction, performs the more complex and responsible professional accounting duties that involve the application of judgment and discretion in the analysis and application of accounting principles and practices in maintaining fiscal controls and records, and preparing transactions; prepares a diverse range of financial documents and reports; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an administrative or academic supervisor or manager. May exercise technical and functional direction and provide training to other accounting staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the professional accounting series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex accounting and financial recordkeeping functions. Successful performance of the work requires extensive knowledge of governmental accounting practices and procedures, fund accounting, and fiscal operations. This class is distinguished from the Accounting Manager by the latter's full management and supervisory authority in planning, organizing, and directing the full scope of accounting operations within the division.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Provides complex professional and technical assistance in the administration and implementation of the District's financial, auditing, and accounting programs, including financial statement preparation, periodic and ad hoc external and internal compliance reporting, budget preparation and administration, forecasting, and contracts and grants.
- Coordinates and administers a wide variety of financial and accounting programs, including those for extramural grants, categorical funding, capital projects, retail operations, and debt service.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Develops and recommends improvements in operations, procedures, policies, or methods.
- Participates in the preparation and administration of grant or program budgets by analyzing budget history, reviewing and suggesting modifications to budget proposals, providing revenue and expense projections, preparing and updating cash flow and projections, and monitoring expenditures to ensure compliance with adopted budget.
- Analyzes balance sheet and expenditure and revenue accounts and prepares a wide variety of financial statements and reports, including monthly and quarterly statements and fiscal year-end, state-mandated, general ledger, and budget reports.
- Coordinates the preparation of audit schedules and the compilation of financial records and other data for external auditors.
- Researches and analyzes technical transactions to resolve questions and validate data; ensures fiscal accountability and fund integrity for transactions and supporting documentation.

- Records and reconciles revenues, expenditures, deferrals, and technical transactions in compliance with all applicable federal, state, and local laws, ordinances, and regulations and District rules and policies.
- Conducts and prepares special studies and reports, legal documents, management analyses, and various memos and letters.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from extramural grants, general obligation bonds, student accounts, cash receipts, accounts payable, and accounts receivable.
- Analyzes and reconciles expenditure and revenue accounts to verify availability of funds and classification of expenditures.
- Prepares monthly, quarterly, and year-end journal vouchers for a wide variety of financial programs.
- Files quarterly returns and annual tax withholdings with the California Franchise Tax Board.
- Reconciles and prepares debt service payments according to schedule.
- Serves as an administrator for the District's financial ERP, ensuring appropriate access for staff and establishing and maintaining work flows for approvals and other accounting processes.
- Maintains and monitors the District's grant funds and ensures compliance with rules and regulations governing the use of each grant.
- Helps ensure compliance with applicable federal, state, and local laws, ordinances, and regulations and District rules and policies by advising District faculty and staff on accounting practices and financial compliance rules and guidelines, staying up-to-date on relevant financial regulations, and recommending processes or procedures for improved compliance.
- Assigns, prioritizes, reviews, and approves the work of, and provides training in accounting processes and procedures to, other accounting staff.
- Records and maintains appropriate controls for fixed assets.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Generally Accepted Accounting Principles and Generally Accepted Auditing Standards.
- Governmental or public higher education accounting and financing.
- Specialized accounting related to individual assignment, such as: grant accounting, federal compliance guidelines for grants and categorical funding, construction accounting, labor distribution for payroll, retail and sales accounting, or debt service.
- District accounting policies and procedures, Budget & Accounting Manual, and relevant sections of the State Chancellor's Office regulations and California Education Code.
- Public contract administration.
- Research and reporting methods, techniques, and procedures.
- Technical and staff report writing;
- Recordkeeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet, office productivity, and specialized software applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Analyze and evaluate financial and administrative data, draw sound conclusions, and make recommendations.
- Prepare clear, complete, and concise financial statements and reports.
- Summarize and present administrative and financial information effectively, in written, graphical, and oral format.
- Interpret, apply, and explain federal, state, and local laws, ordinances, and regulations and District rules and policies related to accounting and financial operations.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Work independently with limited direction.
- Organize and prioritize a variety of projects and multiple tasks for self and others in order to meet critical time deadlines.
- Work independently with limited direction.
- Work with a high degree of accuracy.
- Operate modern office tools and equipment, including computers, printers, calculators, telephones, office productivity software, and specialized software applications.
- Use English effectively to communicate complex information in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, or a closely related field, and three (3) years of increasingly responsible professional accounting experience, preferably in government and higher education.

Licenses and Certifications:

- Some positions in this classification, depending on the duties assigned, may require possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office

classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C1-63

FLSA: Non-Exempt

EEO Code: H-30

Board Approved: April 2021