

ACCOUNTANT

DEFINITION:

Under general supervision, to perform professional accounting work related to the preparation and maintenance of College accounting procedures and records; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is an experienced professional accounting class, in which incumbents are expected to independently perform the full range of accounting duties. This class is distinguished from Senior Accountant which performs more advanced and technical professional accounting.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Reviews accounting documents to ensure accuracy of information and calculations and makes correcting entries;
- Examines supporting documentation to establish proper authorization and conformance with agreements, contracts, and state and federal regulations;
- Prepares and maintains control and subsidiary accounting records involving a variety of transactions and accounts;
- Prepares trial balances and financial reports;
- Prepares journal entries and periodic reconciliations of general ledger, journal, subsidiary accounts, credit card and bank statements;
- Compiles and prepares financial statements, general and subsidiary ledgers and supporting schedules;
- Maintains expenditure and budgetary control accounts;
- Prepares accounts payables warrants and remittance advice for mailing;
- Prepares health benefits and retiree refunds for payment'
- Prepares billings to outside agencies for services provided by the college;
- Maintains a database of bad debt accounts; sends to collection as appropriate;
- Verifies bank deposits, counts coins, cash and checks, ensures all checks are endorsed;
- Using information from human resource documentation, updates and maintains the payroll master file e.g. updating deductions, calculating health and welfare allowance changes, inputting new salary schedule;
- Prepares cash transfers and loans between funds;
- Maintains complete accounting recordkeeping on state, county and other funding sources;
- Performs cost and rate studies and analyzes cost factors;
- Reviews current accounting practices and procedures and recommends modifications and revisions;

- Conducts internal audits and assists with field audits on an assigned basis.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of public sector accounting in a college setting.

Fundamental concepts and basic methods of internal auditing.

Systems and methods of budget development, tracking and monitoring.

Accounting systems and procedures; GAAP; GASB.

Skill in:

Preparing and analyzing complex financial documents.

Reading, interpreting and applying complex accounting codes and regulations.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Working with advanced spreadsheet features and word processing software.

Extracting and analyzing data from accounting system.

Exercising sound independent judgement within established guidelines.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Equivalent to graduation from a four year college or university with at least 15 units in accounting, finance, business administration, or a closely related field and two years of professional accounting experience, preferably in a public agency or education setting.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Manual dexterity to operate keyboards and manipulate papers; speech and hearing to communicate effectively; vision to read text, forms and computer screens. This work is performed indoors in a typical office environment.