

SENIOR ACCOUNTANT

DEFINITION:

Under general direction, to perform advanced professional accounting work in the preparation and maintenance of College accounting procedures and records; to provide lead supervision to business services staff; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the advanced level in the professional accounting series. In addition to the full scope of professional accounting duties, positions at this level provide lead supervision to accounting staff, participate in the development and implementation of new standards and requirements, and perform the more advanced and complex professional accounting duties. This class is distinguished from Supervisor, Budget and Accounts in that the latter has managerial responsibility for accounting and fiscal services.

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.

- Provides lead supervision to other accounting staff; provides assistance and training; supervises the business services staff in the absence of the Supervisor, Budget and Accounts;
- Assists in the implementation of new accounting standards and requirements; installs new accounting systems and procedures and instructs others on their use;
- Assists departments with their budgets, reporting requirements and use of accounting software; assists in preparation of tentative and adopted budgets;
- Maintains the automated collection system, analyses monthly reports, prepares and presents semi-annual reports;
- Conducts internal audits and assists with field audits on an assigned basis; audits each payroll; corrects posting errors and distributes payroll to the General Ledger; processes payroll in the absence of the payroll officer;
- 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;
- Maintains check management system, reconciles cash held by the college to pooled cash held by the county controller; prepares cash transfers and loans between funds;
- Maintains and updates asset records; calculates and records capitalization of expenditures and deletion of fixed assets; calculates depreciation expense; prepares payments and maintains records on lease-purchase equipment;
- Prepares grant accounting and prepares required financial reports;
- Maintains complete accounting recordkeeping on state, county and other funding sources;
- Performs cost and rate studies and analyzes cost factors.

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 judgment within established guidelines.

Other Requirements:

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 15 units in accounting, finance, business administration, or a closely related field and four 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.