

PRINCIPAL ACCOUNTANT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
1455	Exempt	Professional	Supervisory	74	01/30/03	Classified	1 of 2

DEFINITION: Under direction of a manager, performs complex professional retirement/tax, budget and accounting work aimed at providing timely and accurate financial information and to insure compliance with Federal and State regulation; prepares budget projections; provides supervision to lower level staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: The Principal Accountant relieves an administrator of a variety of details, supervises lower level staff, oversees the fiscal aspects of major projects and programs, and carries out well-defined assignments requiring independence of judgment, strong attention to detail and excellent inter-personal skills. Incumbents in this class work independently and provide highly professional level and complex financial services to an assigned site in the areas of budget development, budget monitoring, categorical programs, fee-based programs, account code structures, and payroll retirement/tax processing/reporting. In contrast, the Accountant II classification serves at the journey-level in providing responsible accounting services, while the Accountant I classification is the entry-level in the series.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Supervises lower-level accounting or payroll employees engaged in the maintenance of financial records, preparation of statements and reports, and application of accounting controls, including appropriations, income, payroll, payables, or budget, and related technical or clerical duties.
- If assigned to District Payroll, supervises the retirement/tax processing and reporting unit.
- Analyzes accounting, budgetary, statistical, and payroll data to identify significant trends and/or discrepancies affecting District or college assets, liabilities, and equities, determines causes, and recommends action for the resolution of actual or potential problems.
- Assists in the development and administration of complex college or district budgets including categorical programs.
- Monitors and analyzes selected college fee-based programs (i.e. contract education, community service, college consortiums, trust accounts, food services).
- Alerts management to potential fiscal and grant compliance issues.
- Coordinates the preparation and distribution of complex monthly budget reports to department/division heads.
- Provides professional-level technical and analytical support to categorical programs.
- Gathers fiscal data for special projects, reports, or studies and prepares complex financial reports and analysis.
- Prepares a variety of cost analyses/projections.
- Prepares and reviews fiscal reports for federal and state grants as well as reports to the federal and state.
- If assigned to a college, serves as a liaison to the District Office staff to resolve fiscal issues.
- Travels throughout the District to attend meetings and conduct business.
- Serves as a resource to management and staff on the use of new materials, programs, policies and procedures.
- Retrieves a variety of budgetary, fiscal and related data from on-line systems, schedules and performs downloads of information, and creates and/or provides a variety of complex reports.
- Maintains assigned site's budget account structure in cooperation with District Business Services, District and state laws, regulations and procedures.
- Performs other related duties as assigned.



Principal Accountant

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
1455	Exempt	Professional	Supervisory	74	01/30/03	Classified	2 of 2

MINIMUM QUALIFICATIONS:

Knowledge Of: Methods, techniques and procedures of budgeting for a public fund accounting agency; governmental accounting and auditing procedures; legal mandates, policies, regulations and guidelines pertaining to budget planning, accounting and reporting as well as retirement/tax processing and reporting; manual and computerized fund accounting systems.

Ability To: Perform professional-level technical and complex budget analysis; prepare complex fiscal, statistical and narrative reports in a clear and concise manner; prepare complex federal and state fiscal reports; effectively operate modern office equipment including computers and proficiently use spreadsheet, database, or word processing software; type accurately on a keyboard; perform a large volume of tasks, with deadlines, in accordance with program requirements; establish and maintain cooperative working relationships with those contacted in the performance of duties; communicate effectively both orally and in writing; exercise good judgment; effectively supervise lower-level staff; provide fiscal support, information, and expertise to staff; effectively lead lower-level staff.

Education/Training: Equivalent to the completion of a BA/BS degree from an accredited college with major course work in business administration, public administration, accounting, or a related field.

Experience: Three years of professional and responsible accounting experience. Experience in a supervisory or lead position and with governmental accounting is desirable.

License/Certification: A valid Class C California Driver’s License.

Actions: Initial adoption by the Governing Board on 11/21/2000. Modified by the Governing Board on 01/29/2003.