



## ACCOUNTANT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	60	07/01/2017	Classified	1 of 2

### DEFINITION

To perform accounting and auditing functions, including the examination, analysis, maintenance, reconciliation and verification of fiscal records.

### DISTINGUISHING CHARACTERISTICS

**Accountant** - This is the entry-journey level class in the Accountant series. Positions assigned to this class are expected to perform professional tasks within the District accounting system, and provide auditing services.

**Accountant, Senior** – This classification performs complex professional accounting and auditing work in the analysis of financial reports and development of special financial projects at the District-level.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Monitors and oversees campus budgets.
- Reviews, audits and reconciles grant budgets and expenditure reports; prepares and compiles quarterly reports and fiscal year-end reports.
- Prepares journal entries and budget transfers, as appropriate.
- Creates invoices and claims for reimbursement for specific state funds, federal projects, etc., as assigned.
- Obtains and uploads grant contracts and amendments; maintains financial data for carryover or current fiscal year funds into the Grant Information System.
- Checks and records journal entry and budget transfer numbers when they are posted in the system; files for audit review.
- Creates invoices and submits payment requests to contractors for services provided by the college; maintains and files documentation.
- Performs monthly bank reconciliation.
- Maintains accounting records for various programs.
- Assists managers in fiscal year-end closing of District records and preparation of related reports.
- Acts as backup for other business office functions as needed.
- Performs related duties as assigned.



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### MINIMUM QUALIFICATIONS

Knowledge of:

- General accounting and auditing principles.
- Applicable federal, state and District policies, procedures, rules and regulations.
- Modern office procedures, practices and technology/equipment.
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability to:

- Apply general auditing and accounting principles and procedures in the work performed.
- Research and analyze data and draw sound conclusions.
- Prepare clear, complete and concise reports.
- Communicate effectively, both orally and in writing.
- Understand and carry out both oral and written instructions in an independent manner.
- Perform mathematical calculations accurately.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- One (1) year of responsible professional accounting or auditing experience.

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of a Bachelor's degree from an accredited college or university in accounting, business, fiscal management or a related field, or the equivalent.

Adopted: 07/01/17