DEFINITION

Under the direction of the Controller or designated supervisor, perform Para-professional work within a specific area of responsibility requiring in depth knowledge of financial, Human Resources/Payroll and/or Student Services computing systems. Independently perform professional accounting work using GAAP. Develop, compile and coordinate report preparation, reconciliation of balance sheet accounts, maintenance and review of accounting budgetary and fiscal records. Perform detailed and complex research and analysis, ensuring accuracy and conformance to legal requirements. Work with State, federal and other agencies in the coordination, implementation and issues of accounting responsibilities within a specific area of responsibility.

EXAMPLE OF DUTIES

1. Research, analyze and make recommendations regarding multi-system reports and accounts. Compile and coordinate report preparation. Analyze and report variances between general, subsidiary and systems reports, and general ledger and balance sheet accounts. Analyze legislation and GASB and recommend impact on District.

2. Investigate complex reconciliation of district-wide balance sheet accounts as related to issues of District or outside computer systems. Identify, complete or resolve any differences or make recommendations for resolution.

3. Use microcomputers for extensive report projection and forecasting/modeling. Prepare various budgetary and accounting reports dealing directly with internal management and outside agencies. Initiate, develop and prepare docket items for Board approval.

4. Communicate with site managers, supervisors and staff to address current and pending developments and procedures. Provide technical direction to colleges and departments. Provide training and assistance to District accounting staff on use of computing systems as it relates to specific area of responsibility.

5. Act as lead person/supervisor in the daily operations of specific area of responsibility. Review and post financial and budgetary transactions submitted by district-wide and area accounting staff. Implement, adhere to evaluate, and coordinate GASB pronouncements. Ensure reports are accurate, complete and timely.

6. Develop current fiscal year closing documents and new fiscal year opening documents as required. Review and approve capital projects. Writes grant revisions and extensions and coordinate amendments with State and federal agencies or funding institutions.

7. Assist in the development, on an on-going basis, standardization of procedures among the colleges and District Office relating to fiscal operations.

8. Maintain active communication with external agencies that have direct relevance to the specific area of responsibility, including County Office of Ed., County Auditors Office, State Chancellor's Office, federal Department of Education, and various granting agencies. Coordinate and implement revisions to government or other agencies' receivables and payables and resolve accounting issues. Research invoices and assembles claims.

9. Perform related duties as assigned.
DESI RABLE QUALIFICATIONS

Knowledge:
California Community Colleges, Budget and Accounting Manual, related Accounting Issues Statements, County Office interpretations and current practices, District policies and procedures, GAAP (Generally Accepted Accounting Principles) & GASB (Governmental Accounting Standards Board), California Education Code sections and Internal Revenue Regulations as they relate to specific area of responsibility.
Computer operating systems and applications for government accounting.
District operations, organizations structures policies, and objectives.
Modern office practices, procedures, and equipment.
Oral and written communication skills.
Principles and methods of government and institutional fund accounting, including fiduciary relationships.
Reading, and writing communication skills.
Record-keeping techniques.
Technical aspects of field of specialty.

Skills and Abilities:
Access and extract information from the District's computer information system for evaluation and analytical use.
Analyze and determine instructional needs as they pertain to the District accounts.
Analyze legislation and project impact on District.
Communicate with others persuasively.
Conduct technical analysis using basic financial analysis and research procedures, and develop appropriate recommendations.
Develop strategies for the budget process.
Direct studies, analyze complex financial and statistical data and develop summary conclusions and recommendations.
Establish and maintain effective and cooperative working relationships with others.
Evaluate sensitive situations and adopt an appropriate course of action.
Interpret, apply and explain legal requirements, guidelines and procedures.
Meet schedules and timeliness.
Operate computers and related automated equipment.
Plan and organize work.
Prepare and deliver oral presentations.
Prepare clear and comprehensive reports.
Provide instruction and assistance to others in resolving difficult problems.
Read, interpret and apply research findings.
Serve as District spokesperson and representative for assigned functions.
Speak and write effectively.
Train and provide work direction to others.
Work cooperatively with District staff and faculty.

Training and Experience:
Any combination of training and experience equivalent to: a Bachelor’s degree in Accounting or Finance and two years of advanced technical training in accounting or a related field AND four years progressively responsible professional level experience in finance or accounting.

License:
Valid California driver's license.
WORKING CONDITIONS

Physical Requirements:
Category III

Environment:
Favorable, usually involves an office.