



TITLE	CLASSIFICATION	SALARY GRADE
ACCOUNTANT	CLASSIFIED	GRADE: Q
BOARD POLICY REFERENCE: 2013/14 Classification Review		

JOB DESCRIPTION:

Under direction, plan, organize and execute professional-level accounting work related to the maintenance of financial records and monitoring of all District restricted grants consistent with audit requirements; participate in the development, modification and maintenance of the District, categorical, or grant budgets; assist in the preparation of related budgetary records and reports; perform complex analysis and reconciliations, and produce special reports; and perform related work as required.

SCOPE:

The Accountant ensures compliance with generally accepted accounting principles and local, State, and Federal program granting agency policies and regulations for auditing purposes; advises restricted programs of appropriate expenditures according to grant agency policies and regulations; is either directly or indirectly involved in the financial aspects of accounting, budget, payroll, purchasing, financial aid, and/or SRJC Foundation; prepares for and assists with annual audits; resolves budget and accounting discrepancies; audits related work of other District employees.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Assists in the development and implementation of the District accounting system to ensure compliance with generally accepted accounting principles and auditing procedures.
2. May prepare and monitor grants and categorical program reports and claims to minimize agency disallowances and facilitate auditing procedures.
3. Prepares and monitors grant and categorical program expenditures and reports in compliance with District policy and granting agencies to ensure acceptance of reports and to facilitate auditing procedures.
4. Assists with the preparation of annual District budget for grants and categorical programs to ensure expenditures are balanced to revenues.
5. Prepares fiscal year-end closing entries to facilitate audits.
6. Prepares and interprets grant expenditure reports for responsible District grant programs.
7. Interprets regulations and accounting policies and procedures from local, State, and Federal agencies and assists District in meeting requirements.
8. Prepares financial status reports and studies, historical information, accurate fiscal projections, and reports as requested.
9. Posts financial transactions including transfers, deposits, and journals; determines and posts closing entries at fiscal year end; prepares financial records for annual auditing and reporting purposes.
10. Monitors and maintains appropriate bank balances in District accounts; reconciles general ledger accounts with Sonoma County Office of Education and County Auditor's Office for all District funds.

KEY DUTIES AND RESPONSIBILITIES (Continued):

11. Analyzes and interprets investment activity; allocates interest, dividends, gains, losses, fees, unrealized gains and losses, and beneficiary payments; prepares financial statements.
12. Maintains accurate accounting of financial aid and scholarship programs; communicates with Department of Education to resolve student account issues.
13. Reconciles bank and credit card statements and researches and resolves discrepancies.
14. Audits related work of other employees.
15. Serves as the primary contact for external fiscal audits.
16. May serve as a lead worker to other Classified staff in the department.

EMPLOYMENT STANDARDS

ABILITY TO:

Plan, organize, and perform professional level budget and accounting duties; apply governmental accounting and auditing principles and procedures; work independently with general supervision; learn and interpret laws, rules, regulations, and policies and apply them to specific cases with good judgment; perform complex analytical studies and draw sound conclusions; communicate effectively both orally and in writing; serve as a lead worker to other Classified staff in the area; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Generally accepted accounting principles; District policies and procedures; principles of public grants and categorical programs; State and Federal regulations, including OMB Circular A-121; budgets and financial analysis and projection techniques; auditing principles and practices; standard accounting computer software programs; spreadsheet and word-processing practices and techniques.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree in accounting or business administration.

Experience:

Significant professional accounting experience with some fund accounting experience.