

TITLE: Accountant

CLASSIFICATION: Classified

SALARY GRADE: C13

SCOPE OF POSITION:

Under general direction, provides assistance and training to the college community with accounting transactions and researches and resolves issues related to fiscal activity; maintains the general ledger, reconciles multiple bank accounts, and prepares financial reports for the District and Foundation; maintains, monitors and reconciles fiscal activity for student financial aid programs.

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. Maintains and monitors financial operations related to SRJC's student financial aid programs. Monitors transactions in multiple bank accounts and drawdown funds from the U.S. Department of Education and prepares bank transfers and payment requests to cover expenditures.
2. Tracks and evaluates expenses and revenue for student payments. Combines, records, and communicates student payments to be voided and reissued. Analyzes records, performs voids; and posts fees, credits or reversals on students' accounts. Reconciles financial aid expenditure reports and resolves or advises on how to resolve any discrepancies.
3. Posts financial transactions to both SRJC and Sonoma County Office of Education (SCOE) financial systems. Audits expenditure transfers submitted by external organizations for account and budget accuracy.
4. Reconciles the District's general ledger accounts and resolves discrepancies. Provides assistance and training to the college community with accounting transactions and researches and resolves issues related to fiscal activity.
5. Assists in the development and implementation of the District's accounting system, policies, and procedures to ensure compliance with generally accepted accounting principles and auditing procedures.
6. Prepares and monitors grant and categorical program expenditures, reports, and claims. Audits and may prepare and submit reports, invoices and claims. Ensures necessary communication, research and recovery for any unpaid invoices.
7. Prepares, develops, and monitors the annual budget by reviewing each program individually for carryover. Audits reports to ensure program expenditures are balanced to revenues.
8. Assists the District in maintaining compliance with local, state, and federal regulations by researching, interpreting, and communicating all requirements.
9. Provides fiscal and budget guidance and assistance to grant and allocation staff by preparing financial status studies, accurate fiscal and budget projections, and other reports.
10. Monitors, validates, and approves fiscal activity by posting financial transactions including transfers, deposits, and journals. Posts closing entries at fiscal year-end and prepares financial records for annual auditing and reporting purposes.

TITLE: Accountant

KNOWLEDGE OF:

1. Generally accepted accounting principles (GAAP).
2. Principles of public grants and categorical programs.
3. Budgets and financial analysis and projection techniques.
4. Auditing principles and practices.
5. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Plan, organize, and perform advanced budget and accounting duties.
2. Apply governmental accounting and auditing principles and procedures.
3. Perform complex analytical studies and draw sound conclusions.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in Accounting or a closely related field of study required.

EXPERIENCE:

3+ years of advanced accounting experience with external fund accounting experience required.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).