



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

ACCOUNTANT

A Classified Supervisory Position (Exempt)
Grade 190E – Salary Schedule 35

A. General Statement

The Accountant performs professional work involved in first line supervision of accounting functions, complex account development, maintenance, modification, and reporting. Under direction, the position is responsible for applying generally accepted accounting principles to analyze, maintain, reconcile and verify a variety of budgetary, accounting and other fiscal records. The position supervises daily operations in a variety of functional accounting areas and maintains adequate oversight and internal controls over such operations. Public contact is extensive and involves staff at various levels within the organization, local government agencies and other outside entities for the purpose of exchanging technical accounting procedural and policy information. A high degree of independent judgment and creativity are required to analyze data and develop resolutions to a variety of minor and major problems that occur. The consequences of errors in judgment can be costly in employee time, public relations and/or institutional funding; however, administrative controls limit the risk of serious consequences in loss of revenue. An Accountant can direct the work of accounting paraprofessional, clerical and other staff as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with College and District staff at all levels regarding policies and procedures related to the assigned functional accounting area; provides technical information as a resource to various offices within the District
2. Attends, meetings, workshops, and other gatherings to obtain most current information
3. Drives a motor vehicle to visit off-site locations for meetings, conferences, workshops and other activities
4. Represents staff at meetings, as assigned
5. Plans, coordinates and supervises daily operations in functional accounting areas, including the training, staff development, direction and evaluation of accounting and support staff
6. Monitors and evaluates performance of internal and external computerized financial record systems and develops recommendations, in conjunction with information technology staff, to implement system improvements and upgrades and to maintain effective integration of systems

7. Researches, compiles data for, and prepares complex fiscal reports to local, state, and federal agencies as required
8. Plans and reviews report data and conclusions with management staff
9. Coordinates required changes in District fiscal records, policies, and procedures, in conjunction with senior management and other staff
10. Monitors and interprets Federal and State regulations and guidelines and assures compliance with requirements
11. Updates and revises procedures as necessary
12. Uses a variety of spreadsheet and other software to analyze complex financial, statistical, and other data
13. Sets up and maintains database and other online resources of data
14. Provides input into the development and modification of database programs, screens, data formats and record keeping
15. Provides special and regular reports on data collected
16. Implements financial requirements of contractual agreements made by the District
17. Monitors, reconciles and balances expenditure and revenue control accounts and general ledger accounts
18. Reconciles cash
19. Prepares financial statements
20. Maintains chart of accounts
21. Posts revenue, abatement, accounts receivable, expenses, salaries and liabilities to district ledger
22. Prepares monthly income analysis summaries, cash flow statements, and fund balance statements
23. Compiles financial data for internal and external audits
24. Assists internal and external auditors in preparation of final reports as needed
25. Assists staff in fiscal year-end closing of district records and preparation of year-end reports
26. Composes and prepares correspondence, recommendations and reports, using a variety of computer software
27. Monitors and manages various investments, certificates of deposit, and other fund instruments as assigned
28. Performs other related duties as assigned

C. Requirements

1. Bachelor's degree in accounting, business administration, finance or a closely related field
2. Successful work experience of increasing responsibility that has included fund accounting; financial analysis and reporting; and project budgeting, planning, and design
3. Experience in the coordination of workloads with people at various levels within an organization
4. Skill in complex data research, analysis and reporting
5. Skill in the use of spreadsheets and a variety of computer software to compose and prepare data analysis, reports, summaries, correspondence and other materials
6. Extensive public contact with people of diverse cultures, language groups and abilities
7. Demonstrated skills in written and oral communication, including public speaking and persuasive communication
8. Skill directing the work of others
9. Possession of a California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-campus locations

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires multi-level tasking and strategic planning, attention to detail and organization of financial data, active listening; individual to large-group communication, persuasion, good memory, tact, patience, flexibility and the ability to drive a motor vehicle to off-site locations in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of generally accepted accounting and auditing principles, practices and procedures, and fund accounting
2. Knowledge of State Education Code, State Budget and Accounting policies and other applicable regulations
3. Knowledge of financial analysis and research procedures
4. Skill in the development and use of a variety of spreadsheet and other software instruments to conduct financial analysis, develop, format and prepare data for a variety of reports
5. Skill in planning, organizing, and coordinating the work of accounting and support staff, technical resources and other staff from various constituencies and levels within the organization
6. Skill in training, directing and evaluating the work of others
7. Skill in oral and written communication, including public and persuasive speaking
8. Skill in planning, organizing, and prioritizing a variety of workloads and deadlines
9. Ability to communicate effectively with people of diverse cultures, language groups and abilities who are at various levels within organizations.

(3/2015)