



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

ACCOUNTING ANALYST

A Classified Position

[Grade 37 – Salary Schedule 60](#)

A. General Statement

The Accounting Analyst performs professional accounting work involved in the analysis, maintenance and auditing of specially-funded accounts and projects affecting District-wide operations. Under direction and supervision, the employee assists senior staff in analyzing and preparing financial statements, reports and records of revenues and expenditures; assists senior staff in providing accounting advice and direction to specially-funded senior account technicians and support staff; Public contact is necessary and involves staff at various levels within the organization. Independent judgment and creativity are required to maintain, select and analyze financial data in order to assist other senior staffs in making recommendations. Consequences of errors in judgment can be costly in employee time, public relations and/or institution funding; however, administrative controls limit the risk of serious consequences. An Accounting Analyst 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. Assists senior staff in exchanging technical information with College and District staff regarding College and District budget and financial records, reports, audits, policies and procedural changes
2. Drives a motor vehicle to off-site locations to attend meetings, workshops and other events to exchange current information
3. Assists senior staff in preparing and examining budgets, expenditure reports, financial statements, budget variances and reports of historical trends for specially funded project directors, management, and Federal, State and local granting agencies
4. Assists senior staff in planning, coordinating, implementing and evaluating complex accounting projects for specially-funded programs and performs special analytical tasks as assigned by management
5. Assists senior staff in researching, analyzing, compiling and communicating financial, contractual, statistical, and other data for the completion of special and regular reports, presentations, and other matters
6. Assists senior staff in monitoring purchase requisitions for compliance with regulations of the District and outside funding agencies
7. Assists in preparing and reviewing budget transfers

8. Assists in preparing year-end accruals and assists in liaising with auditors to assure an accurate and successful annual audit
9. Uses a variety of spreadsheet and other software to analyze complex financial, statistical, and other data
10. Sets up and maintains database and other online resources of data
11. Provides input into the development and modification of online data formats and record keeping
12. Provides special and regular reports on data collected
13. Composes correspondence and assists in composing reports
14. Assists senior staff in setting up and maintaining an online and manual resource library of historical and current materials related to agency compliance regulations, funding resources and grant requirements, and fiscal and budgetary data
15. Assists senior staff in training and supervising the work of accounting and support staff
16. Assists in scheduling, coordinating and monitoring the work of other, outside staff on special projects as assigned
17. Performs other duties as assigned

C. Requirements

1. Bachelor's degree in accounting, business administration, or a closely related field
2. Successful work experience of increasing responsibility that has included financial analysis and reporting
3. Experience with fund accounting (preferable)
4. Skill in the use of databases, spreadsheets, charts, and a variety of computer software to format, compose, and present accounting data, reports, correspondence, and other documents
5. Extensive public contact experience with people at various levels within an organization who are diverse in their cultures, language groups and abilities
6. Experience with training and leading the work of others
7. Experience with research and compiling data for, formatting, and preparing statistical, financial, accounting, and other reports and records
8. Demonstrated skills in effective written and oral communication, including public speaking and persuasive communication
9. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
10. Demonstrated skill in working as part of a customer service team
11. Possession of a valid California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-site locations

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires accuracy, multi-level tasking, attention to detail and organization of financial data, listening, individual to large-group communication, persuasion, good memory, tact, patience, flexibility, creativity, 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
2. Knowledge of the State Education Code, applicable budget and accounting policies, and other regulations
3. Knowledge of fund accounting and grant and categorical funding resources available to institutions of higher education
4. Knowledge of financial analysis and research procedures
5. Skill in designing, developing, evaluating, and monitoring financial systems
6. Skill in respectful, tactful and sensitive interaction with people who are diverse in their cultures, language groups and abilities

7. Skill in the development and use of a variety of spreadsheet and other software to conduct financial analysis and prepare reports
8. Skill in planning, organizing, and coordinating the work of accounting and support staff and other staff from various constituencies and levels within an organization
9. Skill in strategically planning, organizing, prioritizing, and implementing multiple-tasked projects under deadline pressure and anticipated outcomes
10. Skill in training and leading the work of others
11. Skill in oral and written communication
12. Skill in training and leading the work of others
13. Skill in the preparation of financial statements and comprehensive accounting reports
14. Ability to work effectively as part of a customer service team

(3/2015)