



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

SENIOR ACCOUNTING COORDINATOR

A Classified Position

[Grade 31A – Salary Schedule 60](#)

A. General Statement

The Senior Accounting Coordinator performs paraprofessional accounting work at the lead level, responsible for the maintenance of full-charge and general ledger accounts and records, preparation of financial reports for special funded programs and other activities within the district, and the monitoring and analysis of accounting activities. Under general supervision, the position sets up and monitors detail accounting records, provides direction to other accounting staff, and performs a variety of complex accounting functions within the scope of the position. Public contact is extensive, primarily involving College and department staff for the purpose of exchanging technical information concerning the status of various accounts and projects. A moderate to high degree of independent judgment and creativity is required to apply a variety of prescribed guidelines and accounting principles to resolve minor and major problems that arise. Consequences of errors in judgment could be costly in employee time and in money; however, supervisory controls and well-prescribed policies and procedures limit the risk of serious errors. The Senior Accounting Coordinator can lead the work of other staff and student assistants 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 department and College staff, outside and governmental agencies and students regarding a variety of issues related to budget, accounting records and reports, grants and other categorical funding, research information, reporting deadlines, accounts payable and receivable, general ledger, payroll, year-end closing, and account balancing
2. Confers with staff regarding short- and long-range projects, timelines, formats and finance department services
3. Provides input into and recommends modifications to department procedures, forms and workflow
4. Uses a database and a variety of computer software to enter, modify, research, retrieve and format data for financial, statistical and other documentation and reports
5. Plans changes to computer data records in connection with other accounting and management staff
6. Audits computer records for accuracy
7. Provides input to auditors
8. Provides technical information to staff on a variety of budget and accounting matters

9. Directs and coordinates the work of accounting clerical and other staff on special and regular projects as assigned
10. Composes correspondence, memoranda, procedures and other written information
11. Sets up and maintains detailed full-charge bookkeeping and accounting records
12. Reviews various accounts to audit their current or overdue status
13. Ensures compliance to policy and procedures
14. Monitors payments due; audits accounting records of College staff
15. Sets liabilities and receivables; researches, prepares and submits claims to State, Federal and local agencies
16. Prepares, analyzes, and reviews estimates of revenues, expenditures, fund conditions, budgetary accounts and transfers
17. Enters monthly journal entries for revenue and expense control
18. Posts to general ledger from all sources
19. Reconciles bank and cash position to fund balances maintained by outside agencies
20. Analyzes and verifies financial reports, statements, accounts, and records of expenditures and revenues
21. Reconciles, records and makes deposits to financial institutions and County Treasury
22. Maintains and reconciles cash balance with financial institutions, District, and county Treasury
23. Performs other related duties as assigned

C. Requirements

1. Associate degree in accounting or a closely related field
2. Successful accounting clerical work experience of increasing responsibility that has included financial analysis and reporting such as for full charge bookkeeping
3. Skill in the creation and use of complex spreadsheets
4. Skill in the use of a database and other computer software for research and report formatting and preparation
5. Demonstrated skill in communicating respectfully and sensitively with people at various levels within an organization who are diverse in their cultures, language groups, and abilities
6. Demonstrated skill in effective oral and written communication
7. Demonstrated skill in working effectively as part of a customer service team

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires attention to and organization of detailed data; complex data comparison and analysis; drawing conclusions from assimilation of a variety of data; oral and written communication; sitting for long periods; individual to small group communication; manual dexterity; work under deadline pressure; good memory, tact, patience; adaptability and flexibility in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of accounting practices, procedures and terminology
2. Knowledge of the techniques commonly used in financial and statistical online and manual documentation and record keeping
3. Knowledge of fund accounting, budgetary and financial analysis, and research procedures
4. Skill in using a database and a variety of computer software to set up, track, maintain, and report on accounting and related financial data
5. Skill in training, leading, and coordinating the work of others
6. Skill in working accurately under deadline pressure
7. Skill in formatting and preparation of financial statements and comprehensive accounting reports

8. Skill in oral and written communication
9. Skill in respectful, tactful and sensitive interaction with people who are diverse in their cultures, language groups and abilities
10. Ability to work effectively as part of a customer service team

(3/2015)