CLASS SPECIFICATION
Senior Accountant

FLSA Status: Non-Exempt
EEOC Job Category: Professionals
Union Representation: Represented

GENERAL PURPOSE
Under direction, performs a full range of complex, professional accounting and financial analysis in the preparation and maintenance of the District’s financial records, reports and systems; provides a basis for sound operational and financial planning through financial review, analysis, monitoring, reconciliation and maintenance of assigned financial accounts, funds, grants, programs and activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Senior Accountants perform professional accounting and financial work ranging from moderately difficulty to complex and serve as experienced resources to District management to support sound financial decision-making. Work involves independent judgment and requires a thorough knowledge of accounting principles and practices as applied in a public accounting environment, as well as substantial familiarity with District and State financial management practices and procedures.

Senior Accountant is distinguished from Accountant in that employees in the former class perform more complex accounting and analysis of greater significance and impact on the operations and management of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Reviews, analyzes balances and/or reconciles various accounts to ensure that all transactions, receipts, collections, refunds, adjustments, stop payments, returned items, transfers to revenue, etc., are valid and the balances are correctly stated in accordance with various governmental codes.

2. Performs all accounting for funds received by the District, including restricted categorical programs, single/multi grants and contracts; advises and assists District managers on appropriate expenditure requirements for funds and closely monitors to ensure that expenditures are coded correctly and that all appropriate reports, claims, and financial statements are filed with funding agencies.

3. Prepares claims for reimbursements of grant expenditures and forward to appropriate funding agency through invoicing, draw downs from phone systems and/or web based systems; codes all revenue received for grants and forward to accounts receivable for deposit and posting.
4. Monitors spending of grant funds to assist program managers to ensure compliance with contractual constraints; assists District managers and administrators in identifying and verifying that costs have been correctly allocated and in preparing expense transfers wherever necessary.

5. Performs cash and bank reconciliations; runs reports from State and District systems and bank statement and transfer data into working spreadsheets to be used in identifying outstanding items; prepares required reports for Comptroller.

6. Performs other responsible accounting functions related to general ledger maintenance; identifies and researches issues, errors and problems and develops and provides recommendations to ensure issues are fully resolved; prepares, performs and reviews a wide range of journal entries, including adjusting entries.

7. Routinely accesses and utilizes a personal computer using standard business applications including word-processing, spreadsheet, and accounting software; designs and constructs spreadsheets for collection of financial data.

8. Files documents and records; maintains confidentiality and security of sensitive information.

OTHER DUTIES
1. Provides guidance to other accounting support staff in performing accounting entries; works directly with staff from other departments to resolve technical accounting issues and problems.

2. Performs special studies, analyses and projects as assigned.

3. Assists with annual and special audits; prepares audit schedules; analyzes, reconciles and prepares revenue and expenditure accounts and prepares year-end adjusting entries, accruals and closing entries.

4. Collects monthly statements from all credit card holders; audits receipts for accuracy and appropriate approvals and coding; prepares necessary journal entries and posts.

5. Identifies Cashier’s Office journals that run to error; runs appropriate journal queries and determines appropriate corrections; makes journal entries and posts.

6. May assist in the training of new employees.

QUALIFICATIONS

Knowledge of:
1. Principles, practices and terminology of general and enterprise accounting, including financial statement preparation and methods of financial control and reporting.

2. Budgeting principles and terminology.

3. Cost and project accounting methods and procedures.
4. Laws and regulations relating to the financial administration of community college districts agencies.

5. Auditing and internal control principles and practices.


7. Operations and uses of standard spreadsheet software.

8. Principles and practices of business data processing, particularly related to the District’s enterprise financial system and interpreting input and output data.

9. Principles and practices of sound business communication.

10. Standard office procedures and practices.

**Ability to:**

1. Operate a computer and utilize advanced functions of spreadsheet and other standard financial and business software.

2. Analyze and make sound recommendations on complex financial data and operations.

3. Organize work, set priorities and exercise sound judgment within established guidelines.

4. Plan and evaluate financial systems and practices and make sound recommendations for improvements.

5. Understand, interpret, explain and apply District, local, state and federal laws and regulations governing District financial accounting, reporting and recordkeeping.

6. Prepare clear, concise and comprehensive financial statements, reports and other written materials.

7. Communicate clearly and effectively, both orally and in writing.

8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

9. Establish and maintain effective working relationships with all levels of District management, administrators, faculty, staff, other governmental agencies, special fund administrators and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in accounting, finance, business administration or a closely related field; and at least four years of progressively responsible professional accounting experience, preferably involving grant accounting in an academic setting or governmental agency; or an equivalent combination of training and experience.
Licenses; Certificates; Special Requirements:
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel and operate personal computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and occasionally lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret complex data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks; and interact with District management, administrators, faculty, staff, other governmental agencies, special fund administrators and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is usually quiet.