

ACCOUNTANT II

DEFINITION

To perform professional accounting duties including the examination, analysis, maintenance, reconciliation, and verification of fiscal records.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class, within which incumbents are expected to provide professional accounting services. It is expected that incumbents in this class will have responsibility for auditing functions, as well as providing required accounting assistance. Typically, it would be expected that incumbents in this class will have a comprehensive understanding of the District's accounting system.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Accountant and/or the Comptroller/Assistant Chief Fiscal Officer.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Code and process checks returned to the District for non-payment.

Audit vendor prepayment register; make corrections and authorize issuance of checks; audit trial balance.

Maintain daily cash log for Bookstore and Cafeteria.

Maintain and reconcile District general ledger with County Auditor's records.

Reconcile all bank accounts of the colleges and the District.

Prepare financial statements for all funds of the District.

Prepare various financial statements, reports and claims for specially funded state and federal student loan, grant, and scholarship funds; prepare State Community College Financial Report.

Assist in fiscal year-end closing of District records, and preparation of related reports.

Research, analyze, and verify accounts to prepare special reports as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and methods of accounting and auditing.
Governmental accounting and auditing practices.
Modern office practices, procedures, methods and equipment.

(Over)

Knowledge of: (Continued)

Applicable federal, state, and District policies, procedures, rules and regulations.

Skill to:

Apply accounting and auditing principles and procedures in the work performed.

Analyze data and draw sound conclusions.

Prepare clear, complete, concise reports.

Make mathematical calculations with speed and accuracy.

Communicate effectively and tactfully in both oral and written form.

Understand and carry out both oral and written instructions in an independent manner.

Interpret and administer District accounting policies and procedures.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Three years of responsible professional accounting or auditing experience equivalent to the duties assigned to an Accountant I in the District.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or business administration.

License or Certificates:

Possession of, or ability to obtain, a valid California driver's license.