

CHIEF ACCOUNTANT

DEFINITION

Under direction, to plan, organize, direct, and supervise the work of the District Accounting Office; to explain and interpret accounting procedures and information for others; to perform a variety of complex professional accounting functions; and to do related work as required.

RESPONSIBILITIES

The Chief Accountant is primarily responsible for the following activities:

Planning, organizing, directing, and supervising the work of the District accounting office.

Having responsibility for the accurate recording of all receipts and non-payroll expenditures.

Providing training to assigned staff of employees and college staff regarding accounting procedures.

Conferring with other agencies regarding interpretation and application of laws, policies, and regulations.

Ensuring that accounting records accurately reflect District expenditures and revenues.

Overseeing input of records into data terminals.

Providing information on accounting matters to others.

Overseeing and auditing various accounting transactions.

Supervising the review and audit of payments of non-payroll disbursements prior to payment.

Responsible for the maintenance of the equipment inventory file and providing for the sale of surplus property.

Supervising and coordinating the input of all accounting data into the non-payroll systems of the District.

Verifying and distributing all non-payroll accounting reports.

Receiving and attempting to resolve complaints involving accounting functions.

Making corrections to budget reports involving revenue and non-payroll expenditures.

Answering information requests regarding accounting matters.

Supervising the preparation of various financial statements, project claims, attendance reports and other special reports.

Maintaining the General ledger.

Assisting in preparation of the District budget.

(Over)

RESPONSIBILITIES (CONTINUED)

Composing correspondence.

Conferring with Controller/Assistant Chief Fiscal Officer and other management staff on accounting matters.

Attending conferences and meetings to discuss accounting problems and policies.

Participating in employment process for new accounting staff.

Evaluating the work of assigned staff.

Participating in all phases of accounting work as assigned.

REPORTING RELATIONSHIPS

The Chief Accountant reports to the Comptroller/Assistant Chief Fiscal Services Officer. Designated classified personnel report to the Chief Accountant.

MINIMUM QUALIFICATIONS

Knowledge of:

- Laws, rules, regulations, and procedures affecting accounting for receipts and disbursements.
- Governmental accounting and auditing procedures.
- Operation of data processing terminals and the input and securing of information and data.
- Procedures, operations, and policies of a community college district.
- Modern office methods, practices, and procedures.
- Principles of supervision and training.

Ability to:

- Plan, organize, and direct the operations of an accounting office.
- Supervise and train assigned staff.
- Analyze data and draw sound conclusions.
- Make arithmetical calculations with speed and accuracy.
- Prepare and maintain accurate, concise and complete records and reports.
- Speak and write effectively.
- Provide accounting information to others and resolve complaints.
- Establish and maintain cooperative working relationships.

Equivalent to three years of increasingly responsible professional accounting or auditing experience.