

**Contra Costa Community College District
Classification Specification**

Senior Accountant

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non- exempt	Administrative Support	PEU Local One	68	05/29/08	Classified	1 of 2

DEFINITION: Under the direction of a manager, performs difficult accounting duties that require the application of judgment and discretion in the analysis of budget projections, maintaining fiscal controls, preparing transactions, tracking compliance issues and preparing complex detailed reports for the location business office.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Processes accounting transactions, maintains accounting records, prepares related reports, and provides direction regarding staff hiring and payroll functions.
- Prepares budget projections including mid-year analysis for various programs/special grants.
- Prepares complex detailed reports for federal, state and county agencies including quarterly and year-end reports.
- Assists in the development and administration of budgets including categorical programs.
- Monitors, analyzes and balances selected location based programs budgets.
- Alerts management to potential fiscal and grant compliance issues.
- Generates monthly and yearly financial reports for management.
- Prepares vendor service/special grants contracts for Governing Board.
- Utilizes computerized systems for processing accounting and financial information.
- Identifies and determines source of discrepancies and recommends solutions and preventative measures.
- Makes recommendations for new procedures and instructions to the accounting process.
- Answers external and internal inquires regarding programs budget, balances and accounting practices.
- Provides information and assistance to auditors, financial institutions and outside agencies as required.
- Trains programs/special grant coordinators regarding applicable Administrative, Business, Human Resources, Payroll and specific grant procedures and Datatel.
- Directs location usage of the District Online Grant Processing System.
- Provides direction to staff on financial/accounting matters in the absence of management.
- Performing other related duties that may be assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles, practices and methods of accounting and auditing; methods of public fund accounting agency, governmental accounting and auditing practices; computerized accounting systems; applicable federal, state, district policies, procedures, rules and regulations; budget management; office methods, practices, procedures; statistical and mathematical presentation of data.

Ability To: Apply accounting principles to the analysis of difficult accounting problems; monitor and balance grant budgets; understand guidelines related to categorical funding; interpret college accounting policies and procedures; establish and maintain cooperative work relationships with those contacted in the performance of required duties; prepare federal, state and county reports; communicate effectively orally and in writing; exercise good judgment.

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Education/Training: Equivalent to the completion of a bachelor's degree from an accredited college or university with a major in accounting, business administration, finance, economics, public administration or related field.

Experience: Five years of responsible professional accounting experience.

License/Certification: A valid Class C California Driver's License.