



ACCOUNTANT ANALYST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	64	11/10/22	Classified	1 of 3

DEFINITION

To perform moderately complex accounting and auditing functions, including the preparation, examination, analysis, maintenance, reconciliation and verification of moderately complex transactions, fiscal records, and reports.

DISTINGUISHING CHARACTERISTICS

Accountant - This is the entry-journey level class in the Accountant series. Positions assigned to this class are expected to perform professional tasks within the District accounting system, and provide auditing services.

Accountant Analyst - This is a journey level class in the Accountant series. Positions assigned to this class are expected to perform moderately complex professional tasks within the District accounting system, and provide auditing services.

Accountant, Senior – This classification performs complex professional accounting and auditing work in the analysis of financial reports and development of special financial projects at the District-level.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

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

- Review, maintain, monitor, and update campus accounts and budgets.
- Process and maintain accounting records and transactions.
- Gather data, run, review, and edit a variety of accounting reports related to expenditures, budget, and other fiscal records.
- Participate in month-end and year-end reporting activities by preparing required documentation in accordance with fiscal reporting processes and procedures.
- Create and review invoices and claims for reimbursement related to restricted funds and other college operations.
- Prepare standard reports for local, state, federal, and other outside agencies including but not limited to quarterly and year-end reports.
- Receive, review, audit, and reconcile grant budgets and expenditure reports; prepare and compile necessary monthly, quarterly and/or annual reports, as required.
- Review and edit a variety of contracts and amendments such as grant contracts; maintain and update financial data for carryover or current fiscal year funds into the Grant Information System.
- Prepare, review, record, and audit posted journal entries and budget transfers to ensure accuracy and completeness including classification assignments and authorization.
- Participate in bank reconciliations of a variety of accounts including auxiliary operations, grants and/or categorical funds; identify any errors, or compliance concerns, and notify appropriate manager to correct error(s).
- Assist with the preparation of local, state, and federal tax forms.



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- Assist with creating moderately complex ad-hoc financial reports for management.
- Prepare fiscal disbursements for approval and processing for assigned area of responsibility.
- Respond to external and internal inquiries for assigned accounts or area of responsibility, as necessary.
- Prepare vouchers, requisitions, requests for vendor contracts and change orders for assigned accounts.
- Assist with account reconciliations for a variety of accounts such as cash and balance sheet accounts.
- May assist with gathering and providing documentation for internal and external auditors upon request of management.
- May make recommendations to update standardized procedures and instructions to college accounting process to eliminate redundancies and increase efficiencies.
- May assist with the preparation and development of budget projections.
- Perform other related duties that support the overall function of the position.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of accounting and auditing.
- Principles and practices of budget development and management.
- Principles and practices related to-grant funding, expenditure tracking, and monitoring.
- Applicable federal, state, local, and District policies, procedures, rules, and regulations.
- Statistical and mathematical presentation of data.
- Modern office procedures, practices, and technology/equipment (Microsoft Office Suite).

Skill/Ability to:

- Apply general auditing and accounting principles and procedures.
- Research and analyze data to make sound recommendations.
- Demonstrate excellent communicate skills (both verbally and in writing).
- Understand and carry out both verbal and written instructions in an independent manner.
- Perform mathematical and statistical calculations accurately.
- Operate a computer and use standard business software and make advanced uses of complex enterprise accounting system software and spreadsheet applications.
- Analyze, post, balance, and reconcile moderately complex financial data.
- Analyze information and issues, evaluate alternatives, and make appropriate recommendations on moderately complex financial data.
- Understand, interpret, explain, and apply District accounting policies and procedures.
- Organize, set priorities, and exercise sound, independent judgement within areas of responsibility.
- Prepare clear, concise, and comprehensive financial and other written materials.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties and responsibilities.
- Demonstrate an understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty, and staff, and with all individuals encountered in the performance of required duties and responsibilities.



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EXPERIENCE AND TRAINING

- Three (3) years of responsible professional accounting or auditing experience.

EDUCATION/LICENSE OR CERTIFICATE

- Possession 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, or the equivalent.

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