



ACCOUNTANT, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	68	07/01/2017	Classified	1 of 2

DEFINITION

Perform complex accounting duties that require the application of judgment and discretion in the analysis of fiscal data, maintaining fiscal controls, preparing transactions, tracking compliance issues and preparing complex detailed 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, 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:

- Processes accounting transactions, maintains accounting records and prepares related reports.
- Gathers, reviews, consolidates and develops reports on expenditures, budget and other financial information.
- Prepares complex detailed reports for federal, state, county, and other outside agencies including quarterly and year-end reports.
- Assists in the filing of state and federal tax forms.
- Prepares and reviews journal entries and budget transfers for accuracy, completeness and proper authorizations.
- Assists in the development and administration of budgets, including categorical programs.
- Monitors, analyzes and prepares budget projections as needed.
- Alerts management to potential fiscal and grant compliance issues.
- Generates regular financial reports for management.
- Makes recommendations for new procedures and instructions to the accounting process.
- Responds to external and internal inquiries for the assigned area of responsibility.
- Provides information and assistance to auditors and other outside agencies as required.
- Processes fiscal disbursements, return of funds to Title IV and stale dated checks.
- Prepares vouchers, requisitions, requests for vendor contracts and change orders for the assigned area.
- Performs reconciliations for cash and balance sheet accounts.



ACCOUNTANT, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	68	07/01/2017	Classified	2 of 2

- Analyzes, investigates and establishes solutions to discrepancies identified on general ledger and other fiscal reports.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices and methods of accounting and auditing.
- Methods of governmental accounting and auditing practices.
- Accounting and Enterprise Resource Planning Systems.
- Applicable federal, state, district policies, procedures, rules and regulations.
- Budget management.
- Office methods, practices and procedures.
- Statistical and mathematical presentation of data.
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability to:

- Apply accounting principles to the analysis of complex accounting problems.
- Monitor and balance budgets.
- Understand guidelines related to categorical funding.
- Interpret district business policies and procedures.
- Prepare federal, state and county reports.
- Communicate effectively, both orally and in writing.
- Interpret and understand contracts.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate 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.

EXPERIENCE AND TRAINING

- Five (5) years of responsible professional accounting 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.

Adopted: 07/01/17