



Senior Accountant

Classified Range: 46

Board Approved: 11/18/21 P. 1|5

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Performs a variety of technical and paraprofessional, and professional accounting duties involved in performing responsible financial record keeping and reporting duties

DISTINGUISHING CHARACTERISTICS

The Senior Accountant classification is distinguished from other classes within the accounting series by the level of responsibility assumed and the scope of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the full range of technical and paraprofessional and professional duties including preparing and entering journal entries and inter-fund transfers and processing all budget transfers and budget adjustments. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of technical and paraprofessional accounting duties in support of assigned accounting system, function, or program.
2. Prepares a variety of detailed financial, accounting, and statistical statements, analyses, documents, and reports; gathers and organizes data and participates in the preparation of reports and recommendations; prepares financial, accounting, budgetary, and statistical studies and reports; reviews and analyzes financial statements for accuracy with regard to balances and budget variances.
3. Audits, analyzes, and reconciles a variety of accounting, financial, and statistical records, ledgers, logs, and files; reviews information to ensure accurate reporting; identifies and resolves discrepancies and corrects errors.
4. Receipts and deposits monies received by the District and campuses to correct fund and account; maintains all files for cash receipts.
5. Prepares and enters journal entries and inter-fund transfers for the District; provides all necessary documents to the County Office of Education as required for audit; maintains all files for journal entries and inter-fund transfers.
6. May perform account analysis for categorical programs; collects and compiles data and information; audits categorical fund program claims and reports; analyzes and reconciles data for accuracy; forwards claims and reports to appropriate signatories.
7. Assists in the allocations, tracking, and reconciliation of categorically funded budgets; ensures adherence to categorical contracts and guidelines; monitors for compliance with District and funding agency policies.



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8. Prepares monthly, quarterly, semi-annual, and annual reports for college, state, local, and federal funding sources in accordance with specific reporting formats and established accounting principles; prepares and submits Sales and Use Tax return to the state; maintains files related to reports.
9. Reconciles bank statements; researches and resolves discrepancies for assigned funds.
10. Maintains accounts receivable file; requests payments by preparing and processing invoices; posts and deposits monies according to District procedures.
11. Prepares and submits items for the Board agendas such as investment reports and state reports.
12. Assists in the preparation of annual District budget for programs; ensures expenditures are balanced to income.
13. Assists in the budget planning, development, and maintenance process; enters budget information into the budget development programs; maintains files for budget development; prepares reports and distributes to District personnel.
14. Participates in year-end closing activities; prepares year-end closing entries to facilitate a clean audit; sets up accounts receivable and current liabilities; makes adjusting entries to all accounts; prepares journal entries to close books; prepares required year-end financial reports.
15. Assists and responds to questions and requests for information from students, staff, and the public; answers questions that involve searching for and abstracting technical data; provides detailed explanations and interpretations of laws, rules, and regulations and well as policies and procedures related to area of assignment.
16. Assists in controlling operations of various segments of the accounting system; assists staff in implementing and completing a variety of computer data entries; provides guidance and assistance on budgeting and accounting procedures to District staff.
17. Performs other duties related primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible



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Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems



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- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

** *Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

An Associate's degree from an accredited college or university with major course work in accounting, finance or a related field.

Experience:

Four (4) years of increasingly responsible accounting experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25



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pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.