



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ACCOUNTANT	CLASSIFIED	GRADE: P MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 2/06

JOB DESCRIPTION:

Under direction, plan, organize and execute professional-level accounting work in connection with the maintenance of financial records and monitoring of all District restricted grants consistent with audit requirements; perform a wide variety of functions involved in the maintenance of financial records and other Business Services; participate in the development, modification and maintenance of the District, categorical, or grant budgets; assist in the preparation of related budgetary records and reports; perform complex analytical studies, reconciliations, and produce special reports; and perform related work as required.

SCOPE:

The Accountant ensures accounting system compliance with generally accepted accounting principles for auditing purposes; ensures local, State, and Federal program compliance with all granting agency policies and regulations; and advises restricted program managers of appropriate expenditures according to grant agency policies and regulations; is either directly or indirectly involved in the financial aspects of accounting, budget, payroll, purchasing, financial aid, and/or SRJC Foundation; prepares for and assists with annual audits; resolves budget and accounting discrepancies; audits related work of other District personnel.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Assists in the development and implementation of the District accounting system to ensure compliance with generally accepted accounting principles and auditing procedures.
2. Prepares and monitors grants and categorical program reports and claims to minimize agency disallowances.
3. Monitors grant and categorical program expenditures for compliance with District policy and granting agencies to ensure acceptance of reports.
4. Monitors grant and categorical reports for accuracy and appropriateness of expenditures to facilitate auditing procedures.
5. Assists with the preparation of annual District budget for grants and categorical programs to assure expenditures are balanced to revenues.
6. Prepares fiscal year-end closing entries to facilitate a clean audit.
7. Prepares and interprets grant expenditure reports to responsible District restricted program managers.

8. Interprets regulations and accounting policies and procedures from local, State, and Federal agencies and assists District departments in meeting requirements.
9. Serves as liaison to District departments and granting agencies to provide and receive continuous information on regulations.
10. Prepares financial status reports and studies as needed; Provides supervisors with historical information, accurate fiscal projections, and reports as requested.
11. Posts financial transactions including transfers, deposits, and journals; determines and posts closing entries at fiscal year end; prepares financial records for annual auditing and reporting purposes.
12. Monitors and maintains appropriate bank balances in District accounts; reconciles general ledger accounts with Sonoma County Office of Education and County Auditor's Office for all District funds.
13. Analyzes and interprets investment activity; allocates interest, dividends, gains, losses, fees, unrealized gains and losses, and beneficiary payments; prepares financial statements.
14. Maintains accurate accounting of financial aid and scholarship programs; communicates with Department of Education to resolve student account problems.
15. Reconciles bank statements and researches and resolves discrepancies.
16. Audits related work of other personnel.

EMPLOYMENT STANDARDS

ABILITY TO:

Plan, organize, and perform professional level budget and accounting duties; apply governmental accounting and auditing principles and procedures in the work performed; work independently with general supervision; learn and interpret laws, rules, regulations, and policies and apply them to specific cases with good judgment; perform complex analytical studies and draw sound conclusions; communicate effectively both orally and in writing; act as a lead worker to other Classified staff in the area; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Generally accepted accounting principles; District policies and procedures; principles of public grants and categorical programs; OMB Circular A-121; budgets and financial analysis and projection techniques; auditing principles and practices; spreadsheet and word processing practices and techniques.

Preferred additional knowledge: State and governmental grants or programs and/or fund accounting.

MINIMUM QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Associate's degree in accounting. Bachelor's degree in accounting preferred.

Experience:

Five years of increasingly responsible professional accounting experience.