CLASSIFIED

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTANT

BASIC FUNCTION

Under the general supervision of an assigned supervisor, perform professional-level accounting and financial analysis, and prepare, maintain, and interpret a variety of financial records and reports of moderate complexity.

DISTINGUISHING CHARACTERISTICS

An Accountant is the journey-level classification within the Accounting series. Incumbents assigned to this classification perform professional-level accounting duties of moderate complexity. Work is completed under general supervision and is of a more narrow scope than that of Senior Accountant. In contrast, a Senior Accountant is the advanced journey-level classification within the series and performs work of greater complexity and responsibility that is broader in scope and less subject to review than that of an Accountant. This includes responsibility for independently performing operational and financial audits, preparing financial reports of greater complexity such as the District’s Consolidated Annual Financial Report (CAFR) and Management's Discussion and Analysis (MD&A), and developing procedures used by lower-level accounting staff.

REPRESENTATIVE DUTIES:

Prepare and maintain a variety of difficult and complex financial statements, records, and periodic and special reports. **E**

Prepare complex general journal entries. **E**

Perform complex and difficult financial and account analyses; gather, review, and analyze accounting data, identify and determine causes of discrepancies, and recommend corrective and preventative measures. **E**

Balance and reconcile difficult general ledger accounts and cash accounts; review reconciliations prepared by other staff to ensure accuracy and completeness. **E**

Assist in the preparation of budgets for special fund activity, including enterprise operations and student financial aid funds. **E**

Assist in monitoring, testing, and ensuring the integrity of the student fee system. **E**

Maintain a variety of records including cash flow records used in projections and financing and records related to claims for reimbursement of mandated costs and other district accounts receivables. **E**

Assist in the year-end closing process. **E**

Established February 2012
ACCOUNTANT (continued)

Monitor budgets and cash balances for student financial aid programs; coordinate authorizations with the federal and state governments, and ensure cash is on hand or will be available for each disbursement. E

Prepare lead schedules and other worksheets for the annual external audit of the district; provide assistance with operational or financial audits as required. E

Assist in monitoring the appropriate use of account numbers and the appropriate and consistent classification and recording of financial transactions in compliance with the California Community College Budget and Accounting Manual, federal and state guidelines, and industry standards. E

Answer inquiries from administrators, staff, and students regarding account balances, codes, and accounting procedures and policies. E

Provide guidance and work direction to lower level staff. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods and techniques of financial analysis
Generally Accepted Accounting Principles (GAAP)
Principles and practices of general, fund, and governmental accounting
Cash handling procedures and controls
Computer applications such as word processing, spreadsheet, and database software
Pertinent federal, State, and local codes, laws, and regulations
Methods and techniques of effective customer service
Business letter writing and report preparation
Methods and techniques of general ledger posting and reconciliation

ABILITY TO:

Perform complex and difficult financial analyses and reconciliations
Communicate clearly and concisely, both orally and in writing
Interpret, apply, and explain rules, regulations, policies, and procedures
Prepare comprehensive narrative and statistical reports
Plan and organize work to meet changing priorities and deadlines
Work independently with little direction
Establish and maintain effective working relationships with those contacted in the course of work
Exercise tact and judgment in responding to inquiries and resolving difficult complaints and problems
Advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations
ACCOUNTANT (continued)

EDUCATION AND WORK EXPERIENCE

Any combination equivalent to:

Education: A bachelor’s degree from a recognized accredited college or university in accounting, business administration with significant course work in accounting, or a related field.

Experience: Two years of professional-level accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Seeing to inspect financial records
Hearing and speaking to exchange information on the telephone or in person
Sitting for extended periods of time
Dexterity of hands and fingers to operate a computer keyboard, calculator, and other office equipment

HAZARDS:

Extended viewing of computer monitor
Extended use of keyboard and mouse