CLASS TITLE: SENIOR ACCOUNTANT

BASIC FUNCTION:

Under the direction of the Supervisor of Accounting, coordinate and perform professional and technical responsibilities related to the District's financial operations; assist in maintaining control over fiscal information systems by monitoring and analyzing financial records; recommending accounting procedures and controls; preparing and interpreting monthly and annual financial reports including the District’s Consolidated Annual Financial Report (CAFR); and ensuring that the District is complying with District, State and federal policies, procedures and regulations, as well as GAAP and GASB.

REPRESENTATIVE DUTIES:

Perform complex and technical account analyses. E

Maintain account detail, either individually or through the work of others. E

Prepare complex and technical journal entries to record or correct transactions. E

Maintain the District’s Chart of Accounts in compliance with the California Community College Budget and Accounting Manual, and ensure the appropriate classification and recording of financial transactions; recommend changes in procedures when appropriate. E

Prepare and interpret interim and annual financial statements and reports including the District’s Consolidated Annual Financial Report (CAFR) and Management's Discussion and Analysis (MD&A). E

Gather, review, and analyze data pertinent to compliance of fiscal procedures with applicable statutes, regulations, and internal control standards. E

Coordinate monthly and fiscal year-end schedules and associated deadlines for accounting activity. E

Ensure financial reports accurately reflect the District's financial position monthly and at fiscal year-end. E

Ensure financial records are maintained in compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), and recommend changes in procedures when appropriate. E

Perform operational or financial audits as required to analyze financial activity and ensure appropriate internal controls. E

Coordinate the preparation of the annual external financial and compliance audit. E

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Established January 1998
SENIOR ACCOUNTANT (continued)

Develop procedures and train staff in appropriate compliance and in techniques of analysis and reconciliation.

Assist in the determination of specifications testing and implementation of financial systems or upgrades.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Generally Accepted Accounting Principles (GAAP)
Generally Accepted Auditing Standards (GAAS)
Consolidated Annual Financial Report (CAFR) guidelines and processes
Computer applications such as word processing, spreadsheet, and database software
Advanced principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting
Principles, methods, and techniques of financial analysis
Pertinent federal, State, and local codes, laws, and regulations

ABILITY TO:

Perform complex account analyses and reconciliations
Perform financial analyses and interpret results
Communicate effectively, both orally and in writing
Perform operational audits to determine the impact of financial information
Prepare and interpret various financial statements and reports
Work independently with little direction
Plan and organize workload, and meet schedules and deadlines
Establish and maintain effective working relationships with staff

EDUCATION AND 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: Four (4) years of professional experience in accounting, financial analyses, or auditing with significant responsibility with general ledger analyses and financial statement preparation and interpretation.

LICENSES AND OTHER REQUIREMENTS

A Certified Public Accountant (CPA) license is desirable
SENIOR ACCOUNTANT (continued)

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

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

HAZARDS:

Extended viewing of computer monitor
Extended use of keyboard and mouse