

July 1, 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining manual and automated financial records; review, audit, analyze, reconcile and adjust designated budgets and accounts; prepare and audit a variety of financial, statistical and budgetary reports and statements.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining manual and automated financial records; assure financial activity of assigned accounts complies with applicable standards, requirements, laws, codes, rules, regulations, policies and procedures.

Review, audit, analyze, reconcile and adjust designated budgets and accounts; calculate, post, audit, code and adjust journal entries; update accounts to reflect revenue and expenditures; balance accounts, audit for errors and make appropriate adjustments; initiate and process account and budget transfers and other transactions as needed.

Prepare, maintain and audit a variety of financial and statistical reports, statements and records related to income, expenditures, accounts, budgets and assigned accounting functions; review and analyze financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles.

Input a wide variety of financial and statistical data into an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and documents; assure accuracy of input and output data.

Provide administrative support in the review, preparation and development of designated budgets as assigned; prepare income and expenditure projections to assist with budget preparation; analyze program, personnel and project costs and provide recommendations concerning budgetary allocations and controls as directed; review expenditures to assure compliance with established limitations.

Research, compile, assemble, verify and analyze a variety of financial, statistical and budgetary information; compare internal and external fiscal data to identify errors and discrepancies; participate in the investigation and resolution of financial issues, errors and discrepancies

Provide consultation to administrators and personnel concerning accounting and budgetary functions; respond to inquiries and provide detailed and technical information concerning related accounts,

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budgets, standards, practices, requirements, laws, codes, regulations, policies and procedures.

Reconcile banking and various other fiscal statements prepared by outside agencies to assure accurate fund accounting; assure financial statements, transactions and account balances match College records and reports as assigned.

Prepare, review and evaluate various financial documents and correspondence as assigned; assure mandated reports, records and data are completed and submitted to appropriate agency or personnel according to established time lines.

Receive, review, verify, prepare, process and evaluate purchase orders, invoices, warrants and receivables as assigned; arrange for and follow up on payments and billings as directed; collect monies, balance and reconcile cash accounts, and prepare bank deposits as required.

Communicate with administrators, personnel and various outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Participate in the development, implementation and analysis of designated accounting and budgetary systems and procedures as assigned; provide recommendations concerning the selection, development and implementation of accounting systems and procedures as requested.

Assist with audits and perform year-end closing functions as required.

Attend and participate in various meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in professional accounting work.

Generally Accepted Accounting Principles.

Analysis of complex financial statements and reports.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Preparation, review and control of assigned accounts.

General accounting, budget and business functions of a community college.

Policies and objectives of assigned programs and activities.

Budgeting practices regarding monitoring and control.

Financial analysis and projection techniques.

Record retrieval and storage systems.

Research and statistical evaluation techniques.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining manual and automated financial records.
Review, audit, analyze, reconcile, balance and adjust designated budgets and accounts.
Prepare and analyze comprehensive financial statements and accounting reports.
Maintain accurate financial and statistical records.
Provide administrative support in the review, preparation and development of budgets as assigned.
Calculate, post, audit and adjust journal entries including income and expenditures.
Reconcile various fiscal statements to assure accurate fund accounting as assigned.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Compare numbers and detect errors efficiently.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Plan and organize work.
Analyze financial data and prepare reports, forecasts and recommendations.
Operate standard office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting or related field and two years professional accounting experience performing varied financial analysis, record-keeping and report preparation duties including work with computerized accounting functions.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.