

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Staff Accountant, Lead

Department: Fiscal Services

Location: District Office

Date: 7/1/2019

POSITION PURPOSE

Under the direction of the Controller or assigned administrator, perform a variety of high-level professional accounting, financial analysis and special projects in support of the overall fiscal interest of the District, specializing in financial aid, categorical, grant-funded and special programs accounts; lead and review the work of accounting staff responsible for various general ledger accounts; serve as a technical resource to designated organizations and agencies. Provide accounting advice and direction to various program managers and business office personnel; communicate results of financial analysis to management and outside parties and make recommendations for appropriate action; identify problems and implement solutions.

KEY DUTIES AND RESPONSIBILITIES:

1. Review computer input for various accounts to assure accuracy of the general ledger; assure that accounts are recorded properly.
2. Serve as a contact for the District's banking relationships; prepare journal entries and reconcile bank accounts.
3. Provide accounting and other financial documentation and information to staff at various levels regarding budget issues, accounting records and transactions, grants and categorical funding, account balancing, general ledger, account payable and receivable, and other areas of financial services.
4. Assist in the planning, prioritizing, leading the work and providing technical direction to the fiscal services staff responsible for a variety of accounts including accounts payable and accounts receivable.
5. Assist in the implementation of department goals and objectives; recommend and implement approved policies and procedures.
6. Establish schedules and methods for providing accounting services; identify resource needs; review needs with appropriate management staff; allocate resources and respond to inquiries.
7. Perform special fiscal projects involving such matters as integration establishment of new software, analysis of financial reports.
8. Prepare, review and analyze financial reports, statements, accounts and records of expenditures and revenues; assure reports are balanced and coded accurately; identify and resolve discrepancies.
9. Receive and review purchase requisitions, request for checks, warrants, claims, and expense reimbursements for appropriateness and budgetary and program compliance. Verify accuracy and completeness of information, in coordination with the college Business Services Supervisors.
10. Coordinate activities involving outside auditors and campus Business Services; provide additional data as requested; prepare year-end closing documents and worksheets.
11. Prepare and examine: categorical, grants, and special programs expenditure reports, financial statements, budget variances and reports of historical trends for program management and

granting agencies.

12. Plan, coordinate, implement, and evaluate complex accounting projects and financial studies to support financial aid, categorical, grants, and special programs.
13. Provide technical expertise, advice, and direction to college financial aid, categorical, grant, and special program departments.
14. Lead and assist in the work of the accounting technicians in areas such as but not limited to accounts payable, accounts receivable, cash, credit card charges, payroll vendor disbursements, reimbursements, daily receipts and refunds reconciliation, and other related accounting reports.
15. Interpret federal, state, and local regulations and guidelines and assure compliance with requirements; update and revise procedures as necessary.
16. Research, prepare, and assist in submission of state and federal reports for college programs.
17. Participate in developing budgets for financial aid, categorical, grants, and special program accounts; monitor expenditures for compliance with regulations of the District and the programs' guidelines.
18. Perform other duties reasonably related to the job classification.

EMPLOYMENT STANDARDS

Knowledge of:

1. Generally accepted accounting and auditing principles, practices and procedures.
2. Financial analysis and research procedures.
3. District fiscal operations, policies and objectives.
4. State Education Code, State Budget and Accounting policies and other applicable laws.
5. Operation of a computer and related software.
6. Modern office practices, procedures and equipment.
7. Oral and written communication skills.
8. Technical aspects of field of specialty.
9. Principles of training and providing work direction.

Ability to:

1. Perform high-level professional accounting work in the analysis, maintenance and auditing of accounts affecting the District fiscal operations.
2. Maintain accurate financial and statistical records.
3. Assure compliance with applicable District policies, procedures and governmental regulations.
4. Reconcile, balance and audit records and accounts.
5. Present solutions to management level with confidence and effectiveness.

6. Lead, review and critique the work of other team staff.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Operate a computer and related office equipment.
9. Communicate effectively both orally and in writing.
10. Establish and maintain cooperative and effective working relationships with others.
11. Analyze situations accurately, exercise sound judgment and working independently, and adopt an effective course of action.
12. Plan, coordinate, execute and evaluate solutions to complex accounting problems.
13. Meet schedules and time lines.
14. Train other team staff.

Experience and Education:

1. Bachelor's degree from an accredited institution of higher education with major course work in accounting, finance, business administration or related field.
2. Five years of experience with increasingly responsible professional level of accounting and budgeting work.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

Desirable Qualifications:

1. A Master's degree is desirable.

WORKING CONDITIONS

Environment:

1. Typical office environment

Physical demands:

1. Require sufficient hand-eye-arm coordination to use a keyboard plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Require visual acuity to read words and numbers. Require auditory ability to carry on conversations over the phone and in person.

Date Approved: 10/8/19

Salary Range: 130
EEO Category: 2B2 - Other Professionals