

SENIOR ACCOUNTING ANALYST**DEFINITION**

Under direction, performs complex professional accounting duties for the assigned department; provides a professional level accounting and analysis of financial records; compiles data and information for budgets and special financial reports; may provide support and training to accounting staff as well as managers and support staff throughout the District and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional accounting analyst series within the Yosemite Community College District (YCCD). Incumbents at this level are expected to perform complex professional fiscal analysis, auditing, and accounting duties in a highly independent manner and have a comprehensive knowledge of YCCD's systems, accounting, and budgeting practices to manually create a variety of financial statements, complete audit reports, purchase and analyze stock and other duties that require a thorough financial knowledge. The position may exercise technical or functional supervisor over lower level positions.

This class is distinguished from the Accounting Analyst classes in that incumbents in the latter class perform journey level accounting analyst duties and work under close supervision.

SUPERVISION RECEIVED AND EXERCISED

Under the general supervision of the manager, where assigned duties require the exercise of judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

This position does not perform any direct supervisory functions: may provide functional lead responsibility for purposes of training or instructing others.

ESSENTIAL DUTIES

- Performs complex fiscal analysis and prepares recommendations relating to the status of various fund balance projections, fiscal transactions, and related financial activities for assigned departments.
- Monitors, maintains, and makes recommendations for complex general accounts in addition to a wide variety of specialized accounts such as the most complex investment, taxes, scholarship, donor, endowment, or restricted accounts.
- Works closely with the Financial Aid Office and the District to voucher student award disbursements; reconcile student data provided by Financial Aid Office; ensure that all payments have been made; voided checks are reconciled; refunds accounted for expenditures are reported.

- Analyzes information and completes the annual audit reports as well as prepares the 990 questionnaires according to Federal and State requirements.
- Monitors and makes projections for budgets in college departments.
- Administers and maintains complex accounting records according to federal and state requirements; ensures compliance with laws, policies, and procedures for recording and controlling financial transactions of assigned program budgets and/or accounts.
- Performs internal control tests on accounts to ensure compliance and preparation for audits;
- Performs monthly account reconciliations; posts investment gains/losses to fund balances; records contributions, noting and applying donor restrictions.
- Computes, prepares, and files a variety of complex financial reports; monitors and summarizes financial and operating information related to federal funds disbursed by the District; reconciles differences between the Department of Education and the District's monthly federal disbursement amounts.
- Analyzes and verifies the accuracy of various financial and statistical reports and records submitted by District staff; communicates with staff regarding projected revenues, budgetary positions, and other issues as appropriate.
- Reconciles financial accounts and records; prepares adjusting entries, financial statements, and reports; researches and resolves discrepancies.
- Prepares, journalizes and posts cash receipts into the computerized system for various accounts; verifies computer balances against journal balances; reconciles petty cash funds; and analyzes general ledger accounts.
- Prepares data for input into online fiscal and statistical data accounting systems; accesses, analyzes, and distributes output reports.
- Oversees and/or provides direction to staff providing fiscal analysis and accounting duties
- Communicates with District staff, as well as county and state program managers, regarding accounting and reporting requirements and problems; may direct, train, instruct, and/or lead the work of subordinate staff on a project or assignment basis.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

Work is generally performed in a standard office environment.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- The full range of functions, policies, and professional principles related to accounting, auditing and financial reporting.

- Budget preparation and control, and statistical methods
- Generally Accepted Accounting Principles.
- Financial statement preparation.
- Federal and State categorical reporting procedures.
- Complex accounting record systems, with emphasis on general ledger accounting structures.
- Data processing applications relevant to business management and accounting; standard business computer software such as spreadsheets, word processors, and database management systems.
- Principles and practices of effective lead supervision.
- Complex methods and techniques of financial analysis.
- Complex methods and techniques of general ledger reconciliation.
- Operations and services of an academic financial aid program, including federally funded grant administration.
- Effective communication techniques and strategies.

Ability to:

- Perform a variety of complex professional accounting, financial analysis, and auditing functions.
- Perform budget, grant, and contract analysis preparation and monitoring.
- Initiate and process journal entries for assigned program accounts.
- Analyze and make effective recommendations regarding financial, budgeting, and accounting procedures.
- Record and disburse assigned monies among various program accounts.
- Reconcile and electronically file appropriate income tax forms.
- Perform a variety of complex accounting functions Prepare year-end closing entries for assigned program accounts.
- Establish and maintain appropriate accounting procedures according to federal and state requirements.
- Prepare a variety of clear and concise administrative and financial reports.
- Maintain and update a variety of accurate financial records, logs, charts, and other documents.
- Reconcile general ledger accounts.
- Plan, organize, direct, and review the work of staff in the unit.
- Understand and independently carry out complex oral and written instructions.
- Adapt standard business accounting principles to college/district situations.
- Administer diverse accounting and financial systems.
- Perform arithmetical calculations with speed and accuracy; operate available technologies as administrative tools.
- Use initiative and independent judgment within established procedural guidelines.
- Establish priorities for own workload based on need for immediate action, work objectives, and work schedule.
- Work under pressure and make decisions in accordance with established procedures while organizing and performing work independently.
- Communicate effectively both orally and in writing, attend meetings and give presentations
- Establish and maintain effective working relationships with those contacted in the course of work.

Licenses and Certificates:

Depending upon assignment, possession of a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment, and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, computer screens, and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills, and abilities is qualifying. Typical background patterns that would provide the knowledge, skills, and abilities are:

Pattern I

- Experience: Two years equivalent to an Accounting Analyst at YCCD.

Or Pattern II

- Education: Possession of a bachelor's degree from an accredited four-year college or university with major course work in accounting, finance, or a closely related field of study.
- Experience: Two years performing professional accounting work, preferably in an academic or public sector setting.

Special Requirements:

- None