

**ACCOUNTANT/BUDGET ANALYST****DEFINITION**

Under general supervision, performs technical and professional accounting duties related to the financial record keeping functions of the District; provides professional level accounting and analysis of financial records; and compiles data and information for the annual budget or other special financial reports and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the journey level class in the professional accounting series within the Yosemite Community College District (YCCD) that is expected to perform a full range of complex analytical tasks and work under direction within a framework of established procedures. At this level, incumbents work with considerable independence and initiative in completing regularly assigned tasks within a framework of standard accounting and auditing procedures. May be assigned new or special projects that require analysis of requirements and the development of procedures, which are subject to supervisory review and approval.

This class may be distinguished from an entry level accounting position or from Accounting Technician work because this class describes positions where incumbents are expected to perform the full range of professional accounting work. This class may also be distinguished from the higher-level class of Senior Accountant because incumbents in the latter class provide lead or functional supervisory direction over lower level employees or are assigned multiple areas of responsibility requiring higher level of expertise or experience.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the District Controller.

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

**ESSENTIAL DUTIES**

- Prepare fiscal and budget reports for internal management and external agencies; review financial documents and materials and assist in preparing the fiscal budget; advise departments concerning allocation of funds, assignment of accounting codes, and various other related financial activities.
- Plan, organize, and develop salary and employee benefit costs projections for annual budgeting process; monitor and prepare monthly reports comparing budget to actual expenditures to anticipated year end savings.
- Coordinates with others to maintain, analyze and revise position control records.

- Maintains historical and current materials related to the District's budget as well as the funding and allocation formulas. Assists with the coordination of fiscal year end closing activities in conjunction with budget development activities.
- Use a variety of spreadsheet and other data access tools to analyze complex statistical, financial and other information; research, analyze and prepare budget and financial data related to budget status; prepare a variety of reports, identify and analyze significant budget to actual variances.
- Review and approve budget summaries and revisions for input.
- In coordination with Financial Aid, set-up and maintain student loan files and records, according to Federal, State, and District guidelines.
- Perform student loan collection tasks; communicate with students, billing agencies and collection agencies while maintaining student confidentiality.
- Balance and process student loans for billing, verify amount, name, and account number; ensure there are sufficient monies to cover loan funds.
- Perform necessary duties as fiscal agent administrator for awards in which the District is acting as fiscal agent.
- Analyze General Ledger account balances; organize information for independent audit of district accounting records.
- Train and assist new employees on computerized database system, as necessary.
- Perform other related duties.

### **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Knowledge of general functions, policies, professional principles of accounting, auditing and financial reporting; Generally Accepted Accounting Principles
- Principles and practices of accounting, auditing, governmental accounting and budgeting within the California community college finance environment
- Proper account record systems with emphasis on general ledger account structure.
- Data processing applications relevant to business and accounting; computer software such as spreadsheet, word processor, and database management systems.
- Methods and techniques of financial analysis.
- Methods and techniques of general ledger reconciliation.
- Operations and services of the financial aid program, including Federal and State funded grant administration.

#### **Ability to:**

- Understand and independently carry out complex oral and written instructions
- Perform a wide variety of professional accounting, financial analysis and auditing functions.

- Maintain the security and confidentiality of specified records and information □ Compile financial and budget data
- Perform a variety of accounting functions supporting the administration of student loans and federal and state funded grants.
- Prepare year end closing entries.
- Establish and maintain appropriate accounting procedures according to Federal and State requirements.
- Prepare a variety of clear and concise administrative and financial reports.
- Communicate effectively in both oral and written form.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**Licenses and Certificates:**

- None 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 keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and 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:**

*The combination of education, experience and/or training that provide the above-required knowledge, skills and abilities is qualifying. The pattern that would provide the knowledge, skills and abilities is:*

- Education: Equivalent to possession of a BS degree in accounting, business administration, finance or related field of study.
- Experience: Three years performing professional accounting work, preferably in a community college or public sector setting.