

**SENIOR ACCOUNTANT****DEFINITION**

Under general administrative direction, coordinates the financial record keeping functions of the District; provides professional level accounting and analysis of financial records; compiles data and information for special financial reports; provides support and training to accounting staff as well as managers and support staff throughout the District; monitors and reviews work of other accounting staff and financial information submitted by other departments; researches new compliance requirements and develops procedures to assure District is in compliance and performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the professional accounting series within the Yosemite Community College District (YCCD) and recognizes positions that perform a full range of accounting duties, possess specialized technical or functional expertise, and perform specialized duties in a highly independent manner or are assigned multiple areas of responsibility requiring higher level of expertise or experience. Advanced journey level positions may exercise technical or functional supervisor over lower level positions.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the Director of Accounting, Grants and Compliance.

Provides indirect supervision to finance staff as well as other administrative support staff, as assigned.

**ESSENTIAL DUTIES**

- Coordinate financial record keeping functions of the District; prepare and process daily activities for the financial records; provide professional level accounting and analysis of financial records;
- Maintain appropriate accounting procedures in accordance with Generally Accepted Accounting Principles and Federal and State requirements.
- Prepare periodic district, state, federal and related accounting reports.
- Communicate with District staff and various other government agencies regarding accounting and reporting requirements and problems; coordinate activities on matters of mutual financial interest.
- Coordinate the input of cash receipts; supervise accounts receivable and the tracking of payments received; alert departments of outstanding balances.
- Reconcile district bank statements and research any variance; correct problems, as needed.
- Maintain relationship with financial institutions; monitor and maintain District credit cards.
- Work closely with financial aid office to project cash flow needed to cover student award disbursements; reconcile student data provided by financial aid office; ensure that all payments have been made, refunds are accounted for and expenditures are reported.
- Maintain and supervise the property control records of fixed assets; track the purchase, moving and disposal of all District fixed assets.

- Work directly with outside auditors at year-end in calculating financial information for restricted funds, fixed assets, balance sheets and other accounting forms required for yearly audit.
- Conduct the information gathering and mailing of federal tax forms.
- Train new district staff on various accounting tools available and offer assistance to district staff on all accounting and reporting questions
- Perform other duties as assigned.

### **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Knowledge of general functions, polices, 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
- Federal and state accounting and reporting requirements, automated financial and accounting systems development and design, pertinent state laws, and regulations
- Applicable financial related computer software, word processing and spreadsheet software; mathematical computations
- Statistics and administrative analysis; financial and statistical record keeping
- Effective techniques of interpersonal communications
- Office management techniques and procedures
- Public relation techniques
- Records organization and maintenance
- Teach and explain financial principles to individuals with varying degrees of financial knowledge.

#### **Ability to:**

- Understand and independently carry out complex oral and written instructions
- Learn, interpret and successfully apply office policies, procedures, rules and regulations
- Use good judgment in recognizing the scope of authority as delegated
- Analyze projects under pressure of time
- Maintain the security and confidentiality of specified records and information
- Read and apply legal and technical financial manuals
- Compile financial and budget data
- Adapt accounting principles to college/district situation
- Prepare financial reports
- Administer diverse accounting and financial systems
- Communicate effectively in both oral and written form
- Perform mathematical calculations with speed and accuracy

- Operate available technologies as administrative tools
- 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 will provide the above-required knowledge, skills and abilities is qualifying. The pattern that provides the knowledge, skills and abilities is:*

- Education: BA or BS in Accounting or Business Administration
- Experience: Four to five years of increasingly responsible experience in business and accounting preferably in a community college setting.

*Class Adopted: 3/1/09  
Class Amended: 6/13/18*