

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

ACCOUNTANT

Salary Range 21

BASIC FUNCTION:

Under the direction of the accounting & budgeting supervisor, performs a variety of technical accounting duties in the preparation, compliance, maintenance, analysis, and control of district budgets, accounts receivable and payable, financial report preparation for restricted and unrestricted programs, accounts and grants. Maintains related records and prepares periodic and annual reports. Prepares a variety of local, county, State and federal financial reports and projections. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Serves as liaison to district employees resolving accounting, budgeting, expense and compliance problems. (E)
- Analyzes, prepares, and reviews data for claims, invoices and financial reporting to various agencies, including state, county, federal, local, and private entities. (E)
- Records accounting transactions, adjustments, and accruals. (E)
- Meets with departmental managers, program managers, and directors to review accounting aspects of their departments, program, and grant financial issues. (E)
- Interprets guidelines and ensures accurate accounting in compliance with GAAP and GASB and compiling various reports for management, county, State, and federal agencies. (E)
- Balances budgets and accounts and reconcile financial statements. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: bachelor's degree in accounting, bookkeeping or related field and three years increasingly responsible professional experience in the preparation and maintenance of financial and statistical records.

KNOWLEDGE OF:

School district accounting and auditing principles, practices and procedures.

Financial, statistical and fiscal record-keeping principles.

Preparation and maintenance of comprehensive accounting and budgetary records.

Financial reporting procedures.

Data processing applications to accounting and auditing functions related to database management, electronic spreadsheets and word processing.

Applicable sections of State Education Code and other applicable laws.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Operation of a personal computer and computer terminal.

Technical aspects of field of specialty.

District organization, operations, policies and objectives.

Policies and objectives of assigned program and activities.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Perform a variety of technical accounting duties in the preparation, maintenance and control of District budgets, including appropriation of program income and expense, expense and appropriation transfers, analysis of categorical and ROP programs and accounts and the development of financial statements.

Maintain and prepare periodic and annual reports.

Prepare a variety of local, county, State and federal financial reports and projections.

Maintain and audit fiscal records and accounts.

Assure compliance with applicable district policies, procedures and governmental regulations.

Balance budgets and accounts and reconcile financial statements.

Interpret and apply rules, regulations, policies and procedures.

Plan and organize work.

Operate a variety of office equipment and machines including computer terminals, personal computers and spreadsheet applications.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Meet schedules and time lines.

Compile, analyze and record financial and statistical data.

Communicate effectively both orally and in writing.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: College and administrative personnel, outside agencies, contractors, and vendors.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting

Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment.

WORKING CONDITIONS:

Normal office environment.