

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### SENIOR ACCOUNTANT

Salary Range 23

#### BASIC FUNCTION

Under the general direction of the Executive Director of Business Services & Fiscal Services Manager, performs advanced level accounting including technical and complex calculations, research, process development and training typically in an assigned area of concentration. The role requires frequent collaboration with multiple district employees in varied departments for the mutual effort of advancing college purposes through the stewardship of resources. The level of expertise and breadth of responsibility is such that providing guidance and training to cohorts is a routine part of the workweek. Requires exceptional organization and communication skills as well as knowledge of established accounting principles to a wide variety of fiscal issues.

#### REPRESENTATIVE DUTIES

- Records, maintains & inspects financial transactions in the college's accounting system typical to the role of an accountant.
- Interprets guidelines & ensures the accounting and use of resources are in compliance with GAAP, GASB, OMB circulars & requirements as set forth from governing authorities and administering agencies.
- Reviews supporting documents to ensure completeness, accuracy, and proper authorization is obtained.
- Performs and analyzes moderate to advanced technical calculations & reconciliations, identifying cause of discrepancies and corrective measures.
- Assists in the development of revisions to accounting systems, procedures and forms to ensure efficient and effective workflow
- Serves as liaison to district employees, including managers & directors on accounting, budgeting, and compliance matters.
- In consultation with managers & directors, drafts program budgets that ensure good stewardship of funds granted to the District from a variety of sources, while adhering to governing policies, restrictions and timelines.
- Supports managers & directors across the District by both preparing standard and non-standard reports, including financial information that spans over multiple years for numerous programs.
- Assists in the development of streamlined procedures to facilitate the distribution of financial information between the District's business office and departments.
- Assists in the development and implementation of tracking methods for district match requirements
- Conducts expenditure analysis and audits to ensure full reimbursement of district's costs in association with special funding
- Initiates draw down of federal and state monies due to the District
- Performs other related responsibilities as may be assigned.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree in accounting or related field with four years of increasingly responsible accounting experience in maintenance and reporting of financial information.

**KNOWLEDGE OF:**

- Accounting, budgeting and auditing principals and practices
- Financial and statistical record-keeping techniques
- Preparation of varied and comprehensive accounting reports
- Applicable sections of State Education Code and other applicable laws.
- Modern office practices, procedures and equipment
- Operation of a computer and applicable software.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication and presentation skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

- Maintain cooperative and effective working relationships with others, demonstrating sensitivity and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college staff and students.
- Plan and organize work, making independent analysis & corrective action
- Lead to achieve desired outcomes
- Meet schedules and timelines
- Operate a variety of office equipment such a computer, calculator, typewriter, microfiche viewer and copier.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides direction and support as it relates to accounting. No permanent full-time staff to supervise.

**CONTACTS**

Administrators, department chairs and deans, students, vendors, government agencies, and co-workers.

**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. Tasks require extended periods of time at a keyboard.

**WORKING CONDITIONS:**

Normal office environment.