

**ACCOUNTANT II**

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| **Reports to:** | Accounting Supervisor |  |  |
| **Dept:** | Fiscal Services | **Range:** | 30 |
| **FLSA:** | Nonexempt | **EEO:** | Professional/Nonfaculty |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**BASIC FUNCTION:**

Under direction, perform professional-level accounting duties in support of the district and the Foundation. Serve as lead accountant and provide accounting and financial system direction to others. Perform related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Accountant II is distinguished from Accountant I in that the incumbent in the former class is assigned the more complex assignments including development of accounting processes and procedures, complex accounting modeling/reporting, oversight of payroll accounting, fixed assets management, and Foundation, as well as providing guidance to other Accounting staff, while the Accountant I is assigned a broad range of journey-level general accounting duties.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.
2. Maintain, balance and audit the general ledger, subsidiary ledgers, and separate legal entity ledgers; maintain income, expense and balance sheet accounts. Prepare and post journal entries, as needed.
3. Prepare and analyze financial reports and statements, including preparation and submission of quarterly and annual state reports.
4. Monitor and manage accounts receivable. Oversee deposits, accounts payable and check disbursements.
5. Responsible for oversight of the district’s fixed asset accounting process.
6. Monitor financial aid processing.
7. Reconciliation of all bank accounts.
8. Prepare, analyze and reconcile grant and categorical program claims and reports.
9. Reconciliation of payroll ledgers including related journal entries, and monitoring payroll liability payments.
10. Serve as the lead for year-end functions and the annual audits for both the district and the Foundation.
11. Prepare financial and other analyses, as required.

**OTHER DUTIES:**

1. Maintain chart of accounts, account posting rules, and external system integrations.
2. Provide technical direction and assist in the development of new procedures.
3. Train and provide work direction to assigned classified staff, student workers and campus aides.
4. Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Extensive knowledge of general financial accounting and cost accounting.
* Understanding of and ability to adhere to generally accepted accounting principles.
* Proficient in a variety of office equipment including a computer and appropriate software
* Excellent organizational skills and attention to detail.
* Excellent written and verbal communication skills.
* Strong analytical and problem-solving skills.
* Interpersonal skills using tact, patience and courtesy.
* Knowledge of and ability to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
* Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a degree in accounting, business, finance or a related field, and two years of work experience at the Accountant I level; or an equivalent combination of training and experience.

**LICENSES AND OTHER REQUIREMENTS:**

N/A

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provide lead-level work direction to assigned classified staff, campus aides and student workers.

**CONTACTS:**

Coworkers, other district personnel, vendors, students, the public, county officials, program and external auditors, bank personnel, and state, federal and local government agencies.

**PHYSICAL EFFORT:**

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and/or stooping; occasional light lifting, carrying and/or pushing of objects weighing up to 25 pounds; work at a computer station on a regular basis for extended periods, involving moderate to heavy repetitive use of hands, wrists, shoulders and forearms; subject to frequent to constant visual stress. Ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving appropriate interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing deadlines.

**WORKING CONDITIONS:**

Primarily busy, indoor office environment; subject to frequent contact with and interruptions by individuals in person or by phone; may be required to work during day and/or evening hours including occasional weekends on an as-needed basis.