

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

ACCOUNTANT II

*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 within the job.*

SUMMARY DESCRIPTION

Under general supervision, perform a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports for Capital Projects; analyze accounting data, budgets, and actual cost figures; and provide highly responsible staff assistance to assigned management staff.

DISTINGUISHING CHARACTERISTICS

This is a class of positions performing professional level accounting work in the maintenance of a wide variety of general and specialized financial records and documents. Originality and independent reasoning are required in interpreting and applying policies and precedents to unusual situations. Incumbents assigned to this classification may have lead responsibilities over student assistants and accounting assistant positions. Incumbents are also expected to have had professional level accounting training and experience.

The Accountant II is distinguished from the Accountant I by the complexity of assigned work and the corresponding level of expertise required. While both the Accountant I and Accountant II classifications perform professional accounting duties, the Accountant II performs professional accounting duties specific to the District's Measure B Modernization Program, which requires greater depth of accounting knowledge related to capital projects whereas the Accountant I is assigned to perform general accounting duties for a wide variety of District operations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Analyze accounting data, budgets and actual cost figures; identify and determine causes of discrepancies; recommend corrective and preventative measures and update accurate data in appropriate software program.
2. Prepare budget transfers and journal vouchers and make adjusting and closing entries.
3. Prepare reports and claims for capital projects, construction, and deferred maintenance programs.
4. Maintain, reconcile, and balance subsidiary ledgers with general ledger.
5. Research, analyze and verify accounts and prepare special, financial, and statistical reports as required; prepare program budget status and cash flow reports; maintain registers; prepare general and detailed ledger journal entries for capital and bond funds.
6. Process account billing and payments for capital projects and bond funds in accordance with established procedures and schedules; prepare and disburse grant funds, vendor payments, and other warrants as necessary.

Chabot-Las Positas Community College District
Accountant II (Continued)

7. Compare capital projects and bond purchase orders against invoices; check requisitions against available funds; make and verify extensions as necessary; approve assigned account codes and numbers.
8. Utilize computerized systems in the processing of accounting related data.
9. Assist in fiscal year-end closing of the district records and prepare related reports including annual financial statements.
10. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Professional principles, procedures, practices and methods of fund accounting, auditing and financial reporting.
2. Accounting codes, classification, and terminology.
3. Generally accepted accounting principles and practices.
4. Principles and methods of account maintenance.
5. Methods and techniques of financial record keeping and reporting.
6. Principles and practices of budget preparation and administration.
7. Mathematical principles and procedures.
8. Methods and techniques of research, analysis, and report preparation.
9. Principles and practices of fiscal, statistical, and administrative research and report preparation.
10. Data processing applications to business and accounting services.
11. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

1. Maintain and balance a variety of complex financial records, ledgers, and accounts.
2. Apply generally accepted accounting principles and procedures in the work performed.
3. Analyze data and draw sound conclusions.
4. Prepare clear, complete and concise reports.
5. Make mathematical calculations with speed and accuracy.
6. Carry out general work objectives in an organized, efficient and timely manner without immediate supervision.
7. Interpret and administer District accounting policies and procedures.
8. Interpret and apply federal, state and local laws and regulations.
9. Prepare and administer budgets.
10. Plan and organize work to meet changing priorities and deadlines.
11. Work under pressure of deadlines.
12. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
13. Work cooperatively with other departments, divisions and outside agencies.
14. Understand and carry out both oral and written instructions in an independent manner.
15. Communicate clearly and concisely, both orally and in writing.
16. Establish and maintain effective working relationships with those contacted in the course of

Chabot-Las Positas Community College District
Accountant II (Continued)

work.

17. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, or a related field.

Experience:

Three years of professional accounting experience, preferably in government or education.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

11/15/05;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical-Paraprofessional