



West Valley - Mission

Community College District

Class Specification

Accountant

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 76

Definition

To perform a variety of professional accounting duties in the development and maintenance of financial records and systems to support one or more district departments or special funds; to analyze and prepare financial statements; and to conduct special projects as assigned

Distinguishing Characteristics

This is the journey level in the single level Accountant class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

Supervision Received and Exercised

Receives direction from an assigned supervisor.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Prepare and process a variety of journal entries for special or bond funds, department payroll, and other assigned accounts.
- Monitor and reconcile various district accounts; work with other district staff as appropriate to resolve invalid accounts and make necessary changes.
- Prepare and analyze financial statements and reports.
- Perform trend analysis and reconciliation on various accounts; prepare adjusting journal entries as needed.
- Download, import, review, and post various charges; provide reports to college and district departments; monitor and follow-up to clear or transfer charges.
- Review and create accounting systems, processes and procedures; interpret federal, state and district regulations and guidelines and assure that accounting procedures are in compliance.
- Communicate and coordinate with district staff and departments regarding account adjustments and corrections as necessary; work with representatives of outside agencies regarding outstanding account issues as required.
- May assist and communicate with students and their families regarding financial issues including loan payments, payment arrangements, and receipt of special fund payments.
- Provide professional accounting expertise to district staff.
- Plan and implement complex accounting projects as assigned.

- Participate in year-end closing activities; compile and prepare data and information for external audits.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Principles and practices of general accounting, cost accounting, and fixed asset accounting.
- Applicable federal, state, and local laws, regulations, and reporting requirements.
- Automated financial information systems including spreadsheet and database applications.
- West Valley-Mission Community College District organization, operation, policies, and objectives.
- Principles and practices of planning, analysis, fiscal control, and auditing applicable to community college district financial operations.
- State Education Code as it pertains to district accounting functions.

Ability to

- Perform professional accounting functions in the analysis, maintenance, and auditing of district accounts.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Develop and implement accounting systems, processes, and procedures.
- Understand and use an automated accounting system.
- Prepare financial statements and technical reports.
- Assure compliance with applicable federal, state, and district policies, procedures, and regulations.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.
- Plan, organize, and coordinate assigned district accounting functions.
- Design and utilize databases and spreadsheets for financial analysis.
- Provide information and assistance to district staff regarding accounting practices and procedures.
- Train and provide work direction to assigned staff.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Two years of responsible accounting experience.

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a related field.

EEO Category: Professional Non-Faculty

Approved Date: July 01, 2017