

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: ACCOUNTING COORDINATOR**

#### **BASIC FUNCTION:**

Under direction of the Director, Fiscal Services, plan, organize, coordinate and participate in assigned District accounting areas including accounts payable/accounts receivable, revolving fund, collection and accounting for student fees, Associated Students and Campus Organizations, foundation, food service, trust accounts and other areas as assigned; oversee the collection of all District funds and deposits; train, provide work direction and assist in supervising and evaluating the performance of assigned accounting personnel.

#### **REPRESENTATIVE DUTIES:**

Plan, organize, coordinate and participate in the preparation and maintenance of assigned District accounts; assure compliance with established policies, procedures, internal controls, State and federal laws, regulations and requirements.

Analyze, balance, reconcile and adjust assigned accounts in accordance with a wide variety of guidelines, restrictions and policies; assure payments, receipts and deposits are made in a timely manner and posted to appropriate accounts.

Oversee and participate in the preparation, review and analysis of accounting reports and records; assure distribution to federal, State and County offices and agencies, District administrators, campus organizations and others as appropriate; assist internal and external auditors as requested.

Coordinate the work of the accounts payable/accounts receivable section; assure prompt payment for the purchase of materials, supplies, services and other items required for the District's instructional programs, grounds and facilities maintenance, and administrative services; resolve discrepancies with vendors and expedite payments.

Develop and implement various work methods, coding systems, records maintenance procedures and report formats to facilitate the accurate and timely accounting for monies in assigned accounts; develop and revise forms and methods of documentation to produce clear audit trails; participate in the development of automated accounting system upgrades and enhancements.

Monitor, review and verify receipt of District, cafeteria, trust and foundation monies; post to general and subsidiary ledgers and journals as appropriate; reconcile bank statements; prepare checks; prepare financial statements and reports; prepare year-end closings.

Provide work direction in a lead capacity; assign and review work; provide for appropriate training and staff development opportunities; assist in counseling, disciplining and performing performance evaluations of assigned staff.

Prepare and distribute correspondence, claims, payment adjustments and other financial documents to process payments, clarify information, and detect errors and correct discrepancies in accounting records and reports.

Oversee the collection of monies from students for enrollment fees, tuition and parking; maintain files on outstanding student fees and take appropriate action; monitor and maintain revolving cash and petty cash funds; write checks, process and prepare reimbursement according to established guidelines.

Maintain credit cards accounts for administrators, Board members and others and pay monthly statements.

Operate office equipment including typewriter, computer terminal and printer, calculator and credit card and facsimile machines.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Generally Accepted Accounting Principles

Laws, rules and regulations governing community college financial reporting and governmental accounting

Financial analysis and reporting requirements

Financial and statistical recordkeeping techniques

Automated accounting and auditing systems

Operation of computer terminal, microcomputer, printer, copier and other office machines

Preparation, maintenance, verification and processing of accounting records

Preparation, review and control of assigned accounts

District organization, operations, policies and objectives

Principles and practices of supervision and training

ABILITY TO:

Plan, organize, coordinate and participate in accounting work related to accounts payable/accounts receivable, collection and accounting for student fees, foundation and trust accounts, campus organizations and student body accounts, and other accounting areas as assigned.

Analyze, review, adjust, balance and reconcile assigned accounts.

Prepare and review financial statements and reports to various agencies as appropriate.

Make entries and adjustments to general and subsidiary ledgers and journals.  
Post data and make arithmetical computations quickly and accurately  
Receive money, prepare bank deposits and bank reconciliations  
Train and provide work direction in a lead capacity  
Operate computer equipment and accounting software  
Work independently with minimal direction  
Analyze situations accurately and adopt an effective course of action  
Read, interpret, apply and explain rules, regulations, policies and procedures  
Communicate effectively both orally and in writing  
Establish and maintain cooperative and effective working relationships with others  
Operate office equipment including typewriter, computer terminal and printer, calculator and credit card machine  
Meet schedules and timelines

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: two years of college level coursework in accounting, business administration, finance or related field and three years of increasing responsible accounting and financial recordkeeping experience, preferably in a public sector organization.

**WORKING CONDITIONS:** Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to constant interruptions and demanding time lines.

**PHYSICAL DEMANDS:** Must sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines; see to read fine print; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 10 pounds.