

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: ACCOUNTANT**

#### **BASIC FUNCTION:**

Under the direction of the Director of Fiscal Services, perform a variety of professional accounting duties involved in the recording and reporting of financial transactions; analysis, maintenance, and auditing of financial and accounting records. Assure the confidentiality of sensitive information and compliance with applicable laws, regulations, policies and procedures.

#### **REPRESENTATIVE DUTIES:**

Plan, prioritize and perform a variety of accounting and budgeting functions; coordinate, prepare, analyze, audit and monitor financial and fiscal-related reports and claims.

Provide support, training and general backup for accounting operations; provide assistance to specially funded projects.

Review, interpret and implement federal, State and District accounting and budget policies, requirements and regulations; assure compliance with same and with internal controls; assist internal and external auditors as requested.

Perform special projects involving budget or accounting analysis; assist in preparing financial and statistical reports for budget, audit, and administrative support; assist in preparing, reviewing, monitoring and analyzing budgets for an assigned set of accounts.

Maintain income records and monitor the collection of monies due; assure accounts receivable are billed accurately and collected in a timely manner.

Maintain general and subsidiary ledger accounts; reconcile and balance accounts; analyze account transactions; assure fiscal documents are prepared and maintained in accordance with established requirements.

Participate in the development of automated accounting system upgrades and enhancements.

Participate in seminars, workshops and conferences to maintain current knowledge in the field; attend and participate in committees, task forces and other work groups.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Generally Accepted Accounting Principles  
Budgeting, accounts receivable/payable and payroll processes and procedures  
Financial analysis and projection principles and techniques  
Automated accounting, auditing, and budgeting systems and programs  
Internal controls and procedures which will withstand audit scrutiny  
District organizations, operations, policies and objectives  
Oral and written communication skills  
Laws, rules and regulations governing community college financial reporting and governmental accounting  
Interpersonal skills using tact, patience and diplomacy  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Computer applications including word processing, spreadsheets and databases

ABILITIES TO:

Interpret financial documents and reports, analyze data and draw logical conclusions.  
Communicate effectively both orally and in writing.  
Prepare complex accounting records and transactions.  
Work independently with minimal direction.  
Establish and maintain effective and cooperative working relationships with others. Interpret, apply and explain College policies, procedures and regulations.  
Meet time schedules and time lines.  
Analyze situations accurately and adopt an effective course of action.  
Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, employees and the general public.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: bachelor's degree from an accredited college or university with major course work in business, finance, accounting, economics or a related field and three years of accounting, bookkeeping or other business related field in a public entity.

**LICENSES AND OTHER REQUIREMENTS:** Valid California driver's license.

**WORKING CONDITIONS:** Duties are primarily performed in an office environment while sitting at a desk or computer terminal.

**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.