

**San Jose/Evergreen Community College District
Classified Job Description**

Position: Accounting Technician, Senior

Department: Fiscal Services

Location: District wide

Date: February 12, 2008

POSITION PURPOSE

Under the supervision of a fiscal manager, the Sr. Accounting Technician develops, prepares, and maintains a complete set of financial records for a business entity of the District that includes self-funded programs. Oversees and participates in processing complex accounting transactions, preparing journal entries and adjustments to sub-ledgers and ledgers, and oversees and performs reconciliation, reporting, and auditing of general ledger financial information; prepares accurate and timely trial financial and statistical reports for campus and special funds by using integrated, automated accounting systems.

DISTINGUISHING CHARACTERISTICS

This position requires compliance with the stated qualifications and a demonstrated ability to prepare trial financial statements; develop financial estimates and work-in-progress (variance) reports; perform statistical computations; reconcile and review the work of others; prepare basic audit trails. The specific assignments will encompass more than one of these areas: self-funding programs, construction project accounting, cost analysis, and college financial accounting.

KEY DUTIES and RESPONSIBILITIES

1. Maintains a complete set of records of financial transactions by overseeing, reviewing, and entering transaction details onto an established program, project, and District-wide accounting system.
2. Reconciles cash accounts, fund balances, and specific balance sheet accounts; reviews revenue and expense accounts; reclassifies accounting transactions into proper account classifications.
3. Ensures that pre-established accounting controls are applied to balance sheets, fund accounts and special accounts according to generally accepted accounting principles.
4. Oversees, reviews and analyzes transactions including processed by others for accuracy, proper account coding or classification and allocation; follows up with vendors, suppliers, and agencies to reconcile transactions.
5. Reviews accounting items such as fixed asset balances, inventory, work-in-process, expenditures, cash, accounts payable and accounts receivable.
6. Prepares periodic reports of revenue and expense performance, asset balances, cash balances, accounts payable and receivable, payroll, and other accounts that contribute to a complete accounting of the activity of the organization unit.
7. Prepares accounting reports documenting adjustments to account balances, detailing the transaction trail for audit purposes; assists internal and external auditors with the review of financial records and transactions.
8. Prepares work-in-progress reports depicting monthly account activity, year-to-date balances and variances; works with functional leaders to prepare narrative explanations of account activity.

9. Prepares periodic performance reports such as estimating revenues and expenses for current and anticipated administrative commitments; computing cost-of-service by allocating labor, materials, facilities, and services to accounts, and comparing financial data to operating results.
10. Compiles, categorizes, and organizes data to support cost accounting; develops standard costs for services and courses; analyzes accounting for special projects such as construction and remodeling.
11. Participates in budget development processes; collects and calculates projected revenue, expense, and cost-of-service information; monitors executed and approved budgets.
12. Participates in developing and reviewing adequacy of automated accounting systems.
13. Performs other duties as assigned that support the overall objective of the position including those performed by lower level accounting technicians and clerks.

EMPLOYMENT STANDARDS

Knowledge:

1. Generally accepted financial accounting methods, practices, and College/program accounting practices and procedures;
2. Automated accounting systems based on relational databases including data structures;
3. Practices and techniques in accumulating cost accounting information, including allocation of accounting data to determine standard costs or rates;
4. Computer-aided spreadsheets, sufficient to prepare templates and financial reports;
5. Math skills sufficient to perform complex computations and statistics;
6. District organization, operations, policies and objectives;
7. Modern office practices, procedures and equipment.

Skills and Abilities:

1. Prepare reports and communications;
2. Exercise patience and discretion in communications with others inside and outside the organization;
3. Communicate technical concepts to others, as needed;
4. Communicate effectively both orally and in writing;
5. Trial balance financial summaries, account adjustments, prepare custom reports using PC based spreadsheets and relational databases;
6. Analyze accounting procedures and recommend improvements to document processing and automated systems and controls;
7. Initiate and conduct technical research, complete complex arithmetic computations, solve highly technical problems associated with financial transactions.
8. Understand and apply practices and methods used in financial auditing;

9. Prioritize and perform work in order to meet, monthly, quarterly and annual schedules and timelines; and
10. Carry out directions independent of close supervision.

Education and Experience:

1. An Associate Degree in Accounting, Business, Finance or related field.
2. Three years of experience in preparation and maintenance of accounting, financial and budget information.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

1. A Bachelor's Degree in Accounting, Business, Finance or related field and experience working with grants or categorical programs.

Licenses and Requirements:

1. Possession of, or ability to obtain, an appropriate valid California driver's license.

WORKING CONDITIONS

Environment:

1. Office and warehouse environment

Physical demands:

1. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to read words and numbers. Requires auditory ability to carry on conversations over the phone and in person.

Date Approved: 2/2008

Salary Range: 100

EEO-Category: 2B3 – Technical/Paraprofessional