

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

**Position:** Staff Accountant

**Department:** Administrative Services

**Location:** District wide

**Date:** 3/14/2017

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**POSITION PURPOSE**

Under the direction of an assigned supervisor, perform professional accounting, financial analysis and special projects in support of the overall fiscal interest of the organization; lead and review the work of staff responsible for various general ledger accounts; serve as a technical resource to the designated organization.

**KEY DUTIES and RESPONSIBILITIES**

1. Review computer input for various accounts to assure accuracy of the general ledger; assure that accounts are recorded properly, including cash, apportionment and property taxes.
2. Serve as primary contact for the District's/College's banking relationships; prepare journal entries and reconcile bank accounts.
3. Plan, prioritize and provide technical direction and review the work of staff responsible for a variety of accounts including accounts payable and accounts receivable.
4. Assist in the implementation of department goals and objectives; recommend and implement approved policies and procedures.
5. Establish schedules and methods for providing accounting services; identify resource needs; review needs with appropriate management staff; allocate resources and respond to inquiries.
6. Perform special fiscal projects involving such matters as integration establishment of new software, analysis of financial reports, preparation of research-based studies and others.
7. Review and analyze financial reports for the Colleges/District assure reports are balanced and coded accurately; identify and resolve discrepancies.
8. Prepare analytical and statistical reports and projections on operations and activities; conduct research for management staff; provide worksheet information.
9. Coordinate activities involving outside auditors; provide additional data as requested; prepare ear-end closing documents and worksheets.
10. Oversee accounting for banked overload system to assure accuracy of accounting records.
11. Perform other duties as assigned that support the overall objective of the position.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

1. Generally accepted accounting and auditing principles, practices and procedures.
2. Financial analysis and research procedures.
3. District organization, operations, policies and objectives.

4. State Education Code, State Budget and Accounting policies and other applicable laws.
5. Operation of a computer and related software.
6. Modern office practices, procedures and equipment.
7. Oral and written communication skills.
8. Technical aspects of field of specialty.
9. Principles of training and providing work direction.

**Skills and Abilities to:**

1. Perform high-level professional accounting work in the analysis, maintenance and auditing of accounts affecting District/College operations.
2. Maintain accurate financial and statistical records.
3. Assure compliance with applicable District policies, procedures and governmental regulations.
4. Reconcile, balance and audit records and accounts.
5. Present solutions to management level with confidence and effectiveness.
6. Interpret, apply and explain rules, regulations, policies and procedures.
7. Operate a computer and related office equipment.
8. Establish and maintain cooperative and effective working relationships with others.
9. Analyze situations accurately, exercise sound judgment and working independently, and adopt an effective course of action.
10. Meet schedules and time lines.
11. Communicate effectively both orally and in writing.
12. Work independently with little direction.

**Education and Experience:**

1. Bachelor's degree from an accredited institution of higher education with major course work in accounting, finance, business administration or related field.
2. Three years of increasingly responsible professional experience in accounting and budgeting.
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.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

**Desirable Qualifications:**

1. A Master's degree is desirable.

**WORKING CONDITIONS**

**Environment:**

1. Typical office environment

**Physical demands:**

1. Requires sufficient hand coordination to use a keyboard for routine typing and advanced data entry. Requires sufficient arm/hand movements to retrieve work materials involving some overhead and lower reaching. Requires visual acuity sufficient to recognize numeric and alpha characters, and operate a variety of common office equipment. Requires sufficient auditory ability to exchange information in person and over the phone.

Date Approved: 4/8/08; 3/22/11 (from District Staff Accountant to Staff Accountant)

Salary Range: 125

EEO-Category: 2B2 – Other Professionals