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| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**CHIEF ACCOUNTANT**

**DEFINITION:**

Under direction, to perform technical/professional accounting tasks in the preparation and maintenance of a variety of complex accounting and fiscal records and reports; to develop and implement accounting standards and procedures; to monitor and reconcile cash accounts and perform cash flow analysis; to prepare for and reconcile to external audits; and to perform related duties as assigned.

**CLASSIFICATION:**

* FLSA Non-Exempt
* Classified – CSEA
* Date Modified: July 2014

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

* Prepares a variety of complex and routine financial statements and fiscal reports in compliance with acceptable accounting practices and all applicable laws, regulations and requirements, for internal use and for external funding/regulatory agencies;
* Reviews State, Federal, community college and other regulatory requirements, and develops and implements accounting and budgeting standards and procedures to ensure compliance;
* Generates documents and provides supporting data and information to assist in the preparation of annual District and departmental budgets; drafts the District tentative and final budget documents; updates funding apportionments in accordance with State revisions; maintains general ledger chart of accounts;
* Provides work papers and data in preparation for annual audit; coordinates visits; prepares responses to and reconciles Final Audit document to financial statement and adjusts general ledger balances; monitors and reconciles all general ledger balances on an ongoing basis;
* Monitors cash balances and reconciles general ledger to subsidiary ledgers for cash receipts, accounts payable and payroll distributions; reconciles general ledger balances to Cash in County Treasury; monitors and reconciles cash available for Financial Aid;
* Analyzes and monitors revenue accounts;
* Provides analyses of projected cash flow and makes recommendations on the timing of fund transfers;
* Prepares invoices and monitors accounts receivable;
* Processes and verifies cash receipts for deposit to cash in County Treasury; distributes to appropriate general ledger accounts;
* Prepares and enters budget transfers and augmentations, interfund transfers, and journal entries;
* Reviews and approves grant and project financial support and budgetary set up;
* Meets with staff and others to discuss budgets, adjustments, and financial transactions, provide training, and explain accounting and budgetary procedures and requirements
* Serves as technical advisor on financial accounting software system; serves as Data Custodian for all financial data in Banner module; provides training and controls access and permissions; coordinates fiscal aspects of maintenance and updates of module;

Other Duties:

* Monitors budgets;
* Serves as back-up for other Business Services department positions;
* Performs typing, filing, mail distribution, and related general office tasks;
* May assign and direct the work of students.
* Updates Business Services website as necessary

Knowledge of:

* Principles and practices of modern accounting.
* Audit and budget principles as applied to California Community Colleges.
* Principles, practices and terminology used in complex financial and statistical recordkeeping.
* Basic research and analytical methods.
* Basic mathematics.
* Practices and techniques of computer use.
* General office and recordkeeping procedures and equipment.

Skill in:

* Preparing clear and accurate financial statements and records.
* Setting up and maintaining a complete set of accurate, complex and interrelated financial records.
* Performing accurate and rapid mathematical computations.
* Interpreting and applying codes, regulations, policies and procedures.
* Communicating complex technical accounting information in clear and concise form.
* Using computer software such as spreadsheet, word processing and graphics programs.
* Organizing own work, setting work priorities and working independently.
* Establishing and maintaining effective working relationships.
* Communicating effectively in English.
* Typing with speed & accuracy sufficient for effective job performance.
* Operating standard office machines including personal computers.
* Following and giving oral and written directions.

**MINIMUM QUALIFICATIONS:**

* Completion of a significant portion of coursework toward a Bachelor’s Degree in Accounting, Business, Finance, or a reasonably related field.
* Three years' professional level accounting experience.

**DESIRABLE QUALIFICATIONS:** A combination of education and experience equivalent to:

* Bachelor’s Degree in accounting, business, finance, or a related field
* Five years' experience preparing and maintaining accounting records
* Community college experience is preferred

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

* Vision sufficient to read handwritten, typed and computer-printed documents as well as computer terminal displays throughout the day
* Speech and hearing sufficient to communicate in person and by phone
* Manual dexterity sufficient to use a variety of office tools and to manipulate single sheets of paper, file folders, binders and computer printouts
* Motor skills sufficient to operate computer keyboard, typewriter, 10-key calculator, copy machine and telephone
* Mobility sufficient to move throughout the work site
* Physical ability to sit or otherwise remain stationary at work post for long periods of time

This work is performed indoors under general office conditions.