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

**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 all general ledger accounts, perform cash flow analysis, and play a central role in the execution of the annual financial audit; to perform related duties as assigned.

**CLASSIFICATION:**

* FLSA Non-Exempt
* Classified – CSEA
* Date Modified: December 2021

**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, fiscal reports, and other written materials in compliance with acceptable accounting practices and all applicable laws, regulations, and requirements for internal use and 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; updates funding apportionments in accordance with State revisions; maintains general ledger chart of accounts; reviews budget reports and assist in resolving discrepancies; provides assistance and guidance to staff in budget matters
* For both interim and final audit, provides work papers and data; coordinates visits; prepares responses to audit inquiries and requests.
* On a monthly basis, monitors cash balances and reconciles all general ledger accounts, including subsidiary ledgers for cash receipts, accounts payable, and payroll distributions. 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; allocates to appropriate general ledger accounts; prepares and makes bank deposits, and monitors status of accounts
* Prepares and enters budget transfers and augmentations, inter-fund transfers, and journal entries;
* Reviews and approves grant and project financial support and budgetary setup;
* 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; Provides training and controls access and permissions on the financial accounting software system.
* Provides back-up support for other Business Services department positions
* May supervise student workers
* Other duties as assigned

Knowledge of:

* Principles and practices of fund 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.
* Principles and practices of payroll processing, purchasing, accounts payable, accounts receivable, basic accounting, and general bookkeeping

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.
* Researching and interpreting and applying codes, regulations, policies, and procedures.
* Communicating complex technical accounting information in a 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,
* Following and giving oral and written directions.
* Monitoring and assisting in the preparation of budgets

**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
* California community college experience is preferred
* Ellucian Banner ERP system experience
* CPA license

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties with or without reasonable accommodations 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 a computer keyboard, typewriter, 10-key calculator, copy machine, and telephone
* Mobility sufficient to move throughout the worksite
* 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.