

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Accountant  
**Unit:** Supervisory and Professional

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**Job Code:** D1162  
**Original Date:** 07/1990  
**Last Revision:** 02/2018  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 09

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### **DEFINITION**

Under the direction of the Controller or assigned supervisor or manager, independently develop and implement accounting methods and fiscal accountability procedures to maximize District revenue/expenditure control and to ensure accurate presentation of the District's financial resources and obligations at any given point in time.

### **EXAMPLE OF DUTIES**

1. Plan, organize, and develop recommendations for refinement of operating procedures, policies, and systems.
2. Compile and coordinate report preparation and perform research and analysis as required.
3. Review, summarize, and integrate legislation into operating procedures and policies.
4. Communicate with site managers and supervisors to address current and pending developments having impact on fiscal operations.
5. Monitor financial reporting practices for compliance with State and country regulations and applicable policies and procedures.
6. Coordinate current fiscal year closing and new fiscal year opening activities implemented by supervisors.
7. Develop, on an on-going basis, standardization of procedures among the colleges and District office relating to fiscal operations.
- 8. Promote fiscal accountability and integrity of the District's operating system.
9. Provide technical assistance to other staff members in order to meet fiscal independence requirements; serve on District-wide committees; attend meetings and develop and provide informational workshops on fiscal-related issues.
10. Supervise, train, and provide work direction to technical and clerical employees in their work assignments as assigned.
11. Maintain working dialogue with accounting personnel at the County and State Administration/Education offices.
12. Initiate annually-required dockets for Board approval.
13. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge:**

California Community Colleges, Budget and Accounting Manual, related Accounting Issues Statements, County Office interpretations and current practices.  
Computer operating systems and applications for government accounting.

District operations, organizational structure, and functional relationships between and among the District and its colleges.  
Modern office practices, procedures, and equipment, including computer hardware and software.  
Oral and written communication skills.  
Organization and structure of local, State, and federal agencies.  
Principles and methods of government and institutional fund accounting, including fiduciary relationships in the management of assets.  
Principles of business communication and report writing.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.  
Access and extract information from the District's computer information systems for evaluation and analytical use.  
Analyze and determine instructional needs as they pertain to the District accounts.  
Analyze legislation and project impact on the District.  
Communicate effectively both orally and in writing.  
Conduct technical analysis using basic financial analysis and research procedures and develop appropriate recommendations.  
Develop strategies for the budget process.  
Direct studies, analyze complex financial and statistical data, and develop summary conclusions and recommendations.  
Establish and maintain effective working relationships with others.  
Interpret, apply, and explain legal requirements, guidelines, and procedures.  
Meet schedules and timeliness.  
Operate a variety of office machines and equipment, including computer hardware and software.  
Plan and organize work.  
Prepare and deliver oral presentations.  
Prepare clear and comprehensive reports.  
Provide direction and assistance to others in resolving difficult problems.  
Read, interpret, and apply research findings.  
Train and provide work direction to others.  
Work cooperatively with others.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree from a recognized college or university with a major in business administration (with emphasis in accounting), accounting, finance, or related field and three years of progressively responsible financial systems experience involving internal controls and including human resource management.

License:

Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.