

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** District Office Accounting Specialist

**Unit:** Office Technical

**Page:** 1 of 3  
**Job Code:** J1330  
**Original Date:** 09/2000  
**Last Revision:** 09/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 27

---

### DEFINITION

Under the direction of the Controller or designated manger or supervisor, perform paraprofessional accounting work within a specific area of responsibility requiring in depth knowledge of financial, Human Resources/Payroll and/or Student Services computing systems. Independently perform professional accounting work using GAAP. Develop, compile, and coordinate report preparation, reconciliation of balance sheet accounts, and maintenance and review of accounting budgetary and fiscal records. Perform detailed and complex research and analysis, ensuring accuracy and conformance to legal requirements. Work with State, federal, and other agencies in the coordination, implementation, and issues of accounting responsibilities within a specific area of responsibility.

### EXAMPLE OF DUTIES

1. Research, analyze, and make recommendations regarding multi-system reports and accounts. Compile and coordinate report preparation. Analyze and report variances between general, subsidiary, and systems reports and general ledger and balance sheet accounts. Analyze legislation, FASB guidelines, and GASB and recommend impact on the District.
2. Investigate complex reconciliation of district-wide balance sheet accounts as related to issues of district or outside computer systems. Identify, complete, or resolve any differences or problematic accounting issues or make recommendations for resolution.
3. Use computers for extensive report projection and forecasting/modeling. Prepare various budgetary and accounting reports dealing directly with internal management and outside agencies. Initiate, develop, and prepare docket items for Board approval.
4. Communicate with site managers, supervisors, and staff to address current and pending developments and procedures. Provide technical direction to colleges and departments. Provide training and assistance to district accounting staff on use of computing systems as it relates to specific area of responsibility.
5. Act as lead person/supervisor in the daily operations of specific area of responsibility. Review and post financial and budgetary transactions submitted by district-wide and area accounting staff. Implement, adhere to, evaluate, and coordinate GASB pronouncements. Ensure reports are accurate, complete, and timely.
6. Develop current fiscal year closing documents and new fiscal year opening documents as required. Review and approve capital projects. Writes grant revisions and extensions and coordinate amendments with State and federal agencies or funding institutions.
7. Assist in the development, on an on-going basis, standardization of procedures among the colleges and District Office relating to fiscal operations.
8. Maintain active communication with external agencies that have direct relevance to the specific area of responsibility, including County Office of Ed., State Board of Equalization, County Auditor's Office, State Chancellor's Office, federal Department of Education, and various granting agencies. Coordinate and implement revisions to government or other agencies' receivables and payables and resolve accounting issues. Research invoices and assembles claims.
9. 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, district policies and procedures, GAAP (Generally Accepted Accounting Principles), FASB (Financial Accounting Standards Board) and GASB (Governmental Accounting Standards Board), California Education Code sections, and Internal Revenue Regulations as they relate to specific area of responsibility.

Computer operating systems and applications for government accounting.

Computer applications, including word processing, spreadsheets, and databases.

District Financial, Human Resources/Payroll, and Student Services computing systems and applications.

District organization, operations, policies, and objectives.

Modern office practices, procedures, and equipment, including computer hardware and software.

Oral and written communication skills.

Principles and methods of government and institutional fund accounting, including fiduciary relationships.

Record-keeping techniques.

Technical aspects of field of specialty.

**Skills and Abilities:**

Access and extract information from the district's computer information system 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 with others persuasively.

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 and cooperative working relationships with others.

Evaluate sensitive situations and adopt an appropriate course of action.

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 instruction and assistance to others in resolving difficult problems.

Read, interpret, and apply research findings.

Serve as district spokesperson and representative for assigned functions.

Speak and write effectively.

Train and provide work direction to others.

**Training and Experience:**

Any combination of training and experience equivalent to: a Bachelor's degree in Accounting or Finance and two years of advanced technical training in accounting or a related field AND four years progressively responsible professional level experience in finance or accounting.

**License:**

Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.