

# 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:** 05/1995  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 09

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### **DEFINITION**

Under the direction of the Controller, 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 recommendation 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 in 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 usage of personal computers to replace manual compilation of, response to or creation of reports and other documentation.
9. Promote fiscal accountability and integrity of the District's operating system.
10. 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.
11. Train and provide work direction and otherwise supervise technical and clerical employees in their work assignments as assigned.
12. Maintain working dialogue with accounting personnel at the County and State Administration/Education offices.
13. Initiate annually-required dockets for Board approval.
14. 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.  
Principles and methods of government and institutional fund accounting, including fiduciary relationships in the management of assets.  
Current District operations, organizations structures and functional relationships between and among the District and its colleges.  
Position duties, responsibilities and requirements, as well as pertinent details of duties and responsibilities of superiors and subordinates.  
Principles of business communication and report writing.  
Organization and structure of local, state and federal government.  
Oral and written communication skills.

**Skills and Abilities:**

Conduct technical analysis using basic financial analysis and research procedures, and develop appropriate recommendations.  
Direct studies, analyze complex financial and statistical data and develop summary conclusions and recommendations.  
Access and extract information from the District's computer information system for evaluation and analytical use.  
Prepare clear and comprehensive reports.  
Speak and write effectively.  
Provide instruction and assistance to others in resolving difficult problems.  
Communicate with others persuasively.  
Work cooperatively with District staff and faculty.  
Establish and maintain effective and cooperative working relationships with others.  
Meet schedules and timeliness.  
Train and provide work direction to others.  
Analyze legislation and project impact on District.  
Read, interpret and apply research findings.  
Analyze and determine instructional needs as they pertain to the District accounts.  
Develop strategies for the budget process.  
Serve as District spokesperson and representative for assigned functions.  
Prepare and deliver oral presentations.  
Evaluate sensitive situations and adopt an appropriate course of action.  
Operate computers and related automated equipment.  
Interpret, apply and explain legal requirements, guidelines and procedures.  
Plan and organize work.

**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.