

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DISTRICT/FOUNDATION ACCOUNTANT

BASIC FUNCTION: Under the direction of the Director of Fiscal Services, perform professional accounting and related statistical work in compiling, reviewing, auditing and maintaining fiscal information necessary for controlling auxiliary organization and District funds; maintain financial records; prepare audit and financial reports and recommendations.

REPRESENTATIVE DUTIES:

Perform professional accounting and auditing work in accordance with legal requirements, District policies, prescribed accounting system and generally accepted principles of accounting, with minimum supervision using independent judgment and discretion. (E)

Coordinate and provide technical expertise to a variety of administrators and personnel in the development and control of categorical accounts; interact with administrators, governmental agencies and others to research, analyze and resolve complex accounting issues. (E)

Analyze and prepare federal, State and local reports for categorically-funded accounts and others as assigned; maintain accounting records for categorically-funded programs and grants; audit and review expenditures; interpret contracts to determine budgeting, billing and reporting requirements. (E)

Analyze various accounts and budget runs to assure expenditures to date do not exceed appropriations and that expenditures are properly charged. (E)

Reconcile and balance general ledgers to budgeted amounts and computer-generated records; maintain computerized subsidiary accounting systems to reconcile to the general ledger. (E)

Perform the accounting functions to the Foundation and special funds including maintaining financial records, preparing accurate financial statements, budgeting and anticipating financial problems, safeguarding and managing the Foundation's financial assets, complying with federal and State reporting requirements. (E)

Maintain adequate documentation to satisfy audit requirements for District and Foundation accounts. (E)

Review District budget and expenditure transfers for accuracy and validity. (E)

Review purchase requisitions for compliance with State Accounting Manual. (E)

Prepare and present financial reports and statements by analyzing applicable data, computing pro-rata figures and organizing financial information including invested endowments and marketable securities. (E)

Prepare Board items requesting authority to grant and spend grant and contract monies. (E)

Implement and maintain operating procedures for various functions of the Foundation accounting system. (E)

Operate a computer, typewriter, calculator and other office equipment as assigned. (E)

Provide assistance in preparation of departmental budgets.

Perform special duties and analyses as directed.

Perform related duties as assigned.

KNOWLEDGE OF:

Accounting and auditing principles, practices and procedures on a professional level.
Basic governmental accounting principles (GAAP/GASB) and California Community College finance.
Fund accounting for non-profit organization, including allocation of investment income.
Computer principles and applications to business and accounting functions, including internal control procedures.
Federal and State reporting requirements for non-profit organizations and community colleges, including sales tax filing and unrelated business income.
District and Foundation organization, operations, policies and objectives.
Oral and written communication skills, including presentation of financial reports.
Correct English usage including grammar, spelling, punctuation and vocabulary.
Applicable sections of State Education Code and other laws related to community college accounting.
Technical aspects of field of specialty.

ABILITY TO:

Perform professional and technical accounting work involving maintenance and interpretation of inter-related financial records.
Analyze and resolve fiscal problems and draw accurate conclusions.
Apply GAAP/GASB principles.
Prepare clear and accurate financial statements and reports.
Apply federal and State requirements for funds and other aspects of accounting.
Operate a variety of office machines, including typewriter, calculator and computer terminal.
Meet schedules and timelines.
Plan and organize work.
Work confidentially with discretion.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE: Any combination equivalent to: bachelor's degree in accounting or closely related field including coursework in computer operation and programming, statistical methodology and auditing techniques and standards and two years of increasingly responsible experience in professional accounting work.

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.