

**YUBA COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: MEASURE J BOND PROJECTS ACCOUNTANT  
(Position Contingent Upon Continued Funding)**

**BASIC FUNCTION:**

Under direction of the Director of Fiscal Services, perform a variety of high-level professional accounting and related statistical work in compiling, reviewing, auditing and maintaining fiscal information for controlling Measure J Bond funds. Assist in the development, maintenance and reporting of all the financial records relating to construction projects financed with Measure J Bond 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 all Bond accounts; interact with administrators, governmental agencies and others to research, analyze and resolve complex accounting issues specific to bond projects. (E)

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

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

Maintain adequate documentation to satisfy audit requirements for accounts specific to bond projects. (E)

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

Prepare and submit state reimbursement requests for those Measure J projects pre-approved for state matching funds. (E)

Interface with State Agencies and independent auditors to provide requisite financial reports. (E)

Review Bond budgets and expenditure transfers for accuracy and validity. (E)

Prepare and present financial reports and statements by analyzing applicable data, computing pro-rata figures and organizing financial information specific to bond projects.

Communicate results of financial analysis to management and make recommendations for appropriate action; identify problems and recommend/implement solutions; provide direction to Information Technologies to modify the financial record system as necessary to report financial activity of Measure J projects. (E)

Provide data consistent with Uniform Public Construction Cost Accounting Procedures. (E)

Provide direct clerical support/advise for the YCCD Measure J Bond Program manager. (E)

Prepare and issue Measure J Projects financial statements/reports, and reports of historical trends for college administrators, contracted Program/Construction managers and the Citizens Bond Oversight Committee (CBOC). (E)

Ensure consistent, uniform, timely and compliant Measure J Project fiscal data is gathered and reported. (E)

Ensure compliance of Measure J Bond Project recording/reporting activities with State Accounting Manual. (E)

Coordinate preparation of monthly Measure J Bond Project budget/actual reports. (E)

Maintain computerized accounting systems (Colleague) for Measure J Projects. (E)

Provide technical expertise, advice and counsel to the Director of Fiscal Services and college administrators. (E)

Participate in fiscal year-end closing of District records and preparation of related financial reports as related to Measure J Projects. (E)

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

Computer principles and applications to business and accounting functions, including internal control procedures

Federal and State reporting requirements for non-profit organizations, recipients of bond funds and community colleges

District 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 specifically bond funds

Financial analysis and research procedures

Use of automated financial systems related to planning and analysis, forecasting, projection

Modern office equipment, methods and procedures including use and application of personal computers and associated software

Oral and written communication skills

Technical aspects of field of specialty

Interpersonal skills using tact, patience and courtesy

**ABILITY TO:**

Apply GAAP/GASB principles

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

Learn District organization, operations, policies and objectives

Learn State Education Code, State Budget and Accounting policies and other applicable laws

Perform professional accounting work in the analysis, maintenance and auditing of accounts affecting Measure J Project fiscal operations

Develop, access and maintain on-line financial database

Analyze fiscal reports, spreadsheets, charts, and other materials to draw logical conclusions

Develop and present recommendations and solutions to financial problems

Prepare clear and concise reports

Assure compliance with applicable District policies, procedures and governmental regulations

Navigate active construction sites and adhere to mandatory safety requirements

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, statistical methodology and auditing techniques and standards or a closely related field and three years of increasingly responsible professional accounting.

**WORKING CONDITIONS:**

Office environment

Frequent interruptions

**PHYSICAL ABILITIES:**

Must sit for long periods of time

Use of hands and fingers to operate an electronic keyboard, calculator or other office machines

Speak clearly and distinctly to answer telephones and to provide information

Hear and understand voices over telephone and in person

See to read fine print and operate computers

Reach with hands and arms

Lift to carry and/or move objects weighing up to 10 pounds