

SENIOR ACCOUNTING ANALYST

CLASS SUMMARY

Under general direction performs a variety of complex and technical accounting tasks in the analysis, maintenance and auditing of accounts affecting District-wide operations; analyzes and prepares financial statements, reports and schedules; maintains specially funded (local, state, federal) projects database and monitors projects for compliance with financial reporting requirements; provides accounting direction on new and established District-wide accounting principles, policies and procedures; communicates results of financial analysis to management and outside agencies and makes recommendations for appropriate action; identifies problems and implements solutions; and performs related work as required to meet the department and District-wide accounting objectives.

REPRESENTATIVE DUTIES

Serves as accounting lead responsible for analyzing the accounting and reporting requirements of Federal, State, District and other agencies and establishing appropriate accounting procedures to comply with these requirements; Directs the work of staff by prioritizing projects, delegating assignments, setting deadlines, reviewing work and explaining the impact of changes; Research and develop procedures to resolve complex accounting problems: implements any necessary changes in operations or procedures; Research and analyze transactions, budgets, contracts and special funds to resolve questions and validate data; reviews budget changes, transfers of expenditure, and journal entries for accuracy, completeness, proper authorization, appropriate support; Maintains specially funded (local, state, federal) projects database; monitors financial reporting deadlines, review financial reports related to specially funded projects; Coordinates information and communications among the District and other County departments and external agencies to clarify and reconcile special funds, allocations and accounting issues or inconsistencies; Develop recommendations for presentation to administrators and management at the District and campus level by conducting statistical analyses, researching records, compiling data, forecasting revenues and expenditures to address administrative, budget and productivity issues; Prepare and present written and oral reports containing detailed findings and recommendations to address administrative problems, implement improvement of services and operations; Review annual and interim financial statements and schedules; Gathers, organizes, analyzes and reviews documentation requested by external and internal auditors; meets with auditors and representatives of funding agencies to ensure compliance with accounting, federal and state requirements; Reconciles accounts and budgets according to schedules and policy; Performs full-charge bookkeeping; Requests funds from the Department of Education to cover the periodic financial aid disbursement and manage federal cash balances; Determines the necessary matching funds required to participate in the program based on the individual program regulation; Completes year-end schedules and other items related to the year-end closing procedures and audit process; Assist in performing the fiscal year close in the district's accounting system; Performs other related duties assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager/administrator.

SENIOR ACCOUNTING ANALYST cont'd

MINIMUM QUALIFICATIONS GUIDE

Training and Experience

Any combination of education and experience equivalent to a bachelor's degree in accounting, business or finance; and four years of increasingly responsible accounting experience

Desirable Qualifications

Master's degree in accounting

Active Certified Public Accountant (CPA) license

Financial accounting experience with grant and/or specially funded programs

Experience in governmental or fund accounting

Proficiency in Microsoft Excel

Knowledge and Abilities

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and Governmental Accounting and Auditing Standards (GAAS), theory, and practices; financial record keeping, data processing and report procedures; administrative survey and reporting techniques, including research and data collection methods; budget and grant administration; methods and techniques of cost analysis; auditing practices and procedures; computerized accounting systems, spreadsheet software applications and business math; English usage, spelling, grammar and punctuation; principles of management, supervision and training; FERPA – Protect the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA), California law and college policies.

Ability to:

Perform advanced, complex professional accounting work; analyze and solve problems of organization and management; collect, analyze and evaluate financial data related to complex functions and operations; plan, organize and complete assignments with a minimal amount of detailed instruction; design and conduct research projects of moderate difficulty with defined parameters, and generate clear and concise reports; understand and carry out oral and written instructions and communicate with other agencies and organizations; develop and provide oral and written presentations, reports and training as requested; develop and implement recommendations regarding work procedures; directs the work of accounting staff and provide training as needed; interpret and apply rules and regulations.