



## **JOB TITLE: ACCOUNTING OFFICER**

Classification: Classified  
Salary Range: 39

Retirement Type: PERS\*  
Revised/Board Approved: October 18, 2004

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### **BASIC FUNCTION:**

Under the direction of the Director of Accounting, perform complex technical accounting, financial reporting, disbursements and/or payroll duties; coordinate day-to-day office operations; maintenance and review accounting, budgetary and fiscal records, documents, and reports, assuring accuracy and conformance with established procedures; lead, train, coordinate and provide work direction to fiscal services staff.

The Accounting Officer directs complete functional areas such as payroll, accounts payable, registration, fee collection and financial aids accounting.

### **REPRESENTATIVE DUTIES:**

Perform very complex and analytical technical accounting and auditing work in the preparation, maintenance, and review of financial records, accounts, disbursements, payroll, vendor payments, and reports; assure compliance with applicable rules, regulations, policies and procedures.

Prioritize, assign work and provide training within the unit.

Maintain area activities and communicate, both orally and in writing, with the Department of Education at the State and Federal levels, State Chancellor's Office, Los Angeles County Office of Education, Department of Health and Human Services, other Federal, State and local agencies as well as other divisions and project directors.

Prepare and maintain a variety of difficult financial, disbursement, and accounting records, ledgers, and reports; audit accounts as necessary to assure proper internal controls.

Lead, train and provide work direction to Fiscal Services staff; monitor and coordinate workflow; assure the timely completion of duties assigned to the unit.

Maintain and monitor assigned accounts; post data and maintain journals and ledgers; reconcile, adjust, and balance assigned accounts; audit deposits; disbursements; transfer funds as necessary between various funds and accounts.

Review financial documents to assure accuracy, completeness, and compliance with applicable regulations, requirements, and established procedures.

Provide work direction and guidance to assigned clerical accounting personnel and support staff; assist in selecting personnel and provide input concerning work performance.

Assure compliance with District, State and Federal policies and procedures, applicable laws and regulations and generally accepted technical principles.

Prepare reports for assigned unit; maintain records, ledgers and reports.

Prepare comprehensive reports as required by the District, State, Federal government, or other agency.

Compile information and data and prepare a variety of financial, accounting, disbursement and budgetary reports and statements.

Review financial reports and computer printouts to assure accuracy and completeness; make corrections and adjustments as necessary.

Coordinate communication and accounting activities with other District departments and personnel, governmental agencies, auditors and vendors.

Prepare cash flow and cash balance reports to optimize the management of the cash needs of the District. Prepare financial reports needed to enable the District to issue Tax Revenue Anticipation Notes, Grant Anticipation Notes and Certificate of Participation.

Provide information to District personnel regarding area's requirement and financial transactions, procedures, and errors; answer questions; intervene, and resolve problems related to the specific area assigned.

Audit and advise support staff regarding various documents/forms involved in specific *area* operations, i.e., invoices, requisitions, purchase orders, warrants, cash receipts, time sheets, journal entries, and promissory notes.

Prepare audit reports and audit area operations to assure proper internal controls; assist external auditors as assigned.

Monitor data entry to County and District files to assure accuracy of data.

Monitor cash collections during registration with Admissions staff when collections are made outside Accounting Officer and monitor disbursement of Financial Aid checks to students.

Review and interpret Federal, State, County, Los Angeles County Office of Education, District and other regulations, laws, policies, and procedures relating to accounting, disbursements, payroll, and vendor payments.

Participate in task forces, meetings and the selection of new staff members.

Operate a variety of office equipment and machines such as personal computer, computer terminal, typewriter, calculator and microfiche reader-printer.

Research and recommend process improvements to provide timely and more efficient use of resources.

Participate in task forces, meetings and the selection of new staff members.

Operate office machines and equipment including computer terminal, personal computer, typewriter, calculator and copier.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Bachelor's degree in Accounting or related business major and four years of direct, increasingly responsible experience required.

Direct related and increasingly responsible work experience in excess of the four years required and two years of college level course work may be substituted for the required bachelor's degree. Eight years of increasingly responsible direct work experience in excess of the four years required may be substituted for the bachelor's degree requirement.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Specific area's rules, regulations, principles, practices and procedures.

Thorough record-keeping techniques.

Modern office practices, procedures, and equipment.  
District organization, operations, policies, and objectives.  
Oral and written communication.  
Applicable sections of State Education Code and other applicable laws.  
Technical aspects of field specialty and principles of providing training and work direction.  
Correct English usage, grammar, spelling, punctuation and vocabulary.

Abilities/Skills:

Prepare and maintain complex office operations and reports related to specific area.  
Organize day-to-day operations of specific area.  
Train and provide work direction to others.  
Assign and review the work of others.  
Analyze situations accurately and adopt an effective course of action.  
Operate standard office machines including calculator, computer terminal, typewriter and copier.  
Meet schedules and time lines.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Read, interpret, apply, and explain rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Use tact, patience and courtesy in interpersonal interactions.

**WORKING CONDITIONS:**

Dexterity of hand and fingers to operate a keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.  
High volume telephone usage.  
May be exposed to hostile or confrontational situations when explaining or implementing departmental or campus policies, procedures or state and federal laws.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.