

ACCOUNTANT

Classification:	Classified
Salary Range:	36
Retirement Type:	PERS*
Board Approved/Revised:	May 20, 2026

BASIC FUNCTION:

Under the direction of an assigned administrator, performs professional-level accounting work requiring independent analysis, interpretation, and application of generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) standards. Responsibilities include establishing and maintaining complex accounting records, determining appropriate accounting treatment for financial transactions, preparing and analyzing financial reports, and providing guidance on accounting matters to District personnel.

This classification is distinguished from the Accounting Technician series by its responsibility for independently evaluating and determining proper accounting treatment for complex, non-routine transactions, interpreting accounting standards and regulations, and providing subject matter expertise to various campus constituents.

SUPERVISION:

Receives general supervision from an assigned administrator or designee. This position does not directly supervise other employees but may provide functional direction, technical guidance, policy interpretation, or training to other accounting staff, student workers, and other personnel, as needed.

REPRESENTATIVE DUTIES:

- Analyzes, interprets, and applies GAAP and GASB standards and applicable laws and regulations to determine appropriate accounting treatment for a wide range of financial transactions and activities. Prepare and maintain complex accounting reconciliations, resolving accounting discrepancies, adjusting district financial documents and journals, and editing and posting transactions to the general ledger.
- Prepares financial transactions and reconciles accounts using various financial systems. Maintains appropriate supporting documentation for District funds, accounts, and financial activities.
- Prepares accounting-related statistical, financial, or operational reports as assigned.
- Prepares complex financial statements, schedules, and reports in accordance with regulatory requirements and established accounting standards. Analyzes and resolves complex accounting discrepancies by evaluating financial data, identifying root causes and determining and implementing appropriate corrective actions. Ensures accuracy utilizing secondary source data.
- Provides guidance and training to administrators, faculty, and staff regarding accounting procedures, financial reporting, internal controls, and compliance requirements. Assists individuals with understanding how to interpret and utilize financial information.
- Assist in the development, documentation, and continuous improvement of accounting related procedures, internal controls, and process workflows to enhance efficiency, accuracy, and compliance.
- Analyze and assist in implementing new GASB pronouncements by evaluating their impact on District financial reporting, supporting required changes to accounting practices, and preparing related disclosures.
- May provide work direction to other accounting staff, student works, and other personnel as needed. Reviews, evaluates, and verifies the accuracy and completeness of accounting work performed by others; provides feedback and recommendations for correction and improvement.

- Prepares and provides detailed financial analyses, reconciliation, and supporting documentation for internal and external audits; respond to auditor inquiries and assist in resolving audit findings, as required. Coordinates with departments and external agencies to ensure accurate financial reporting and compliance with applicable requirements.
- Identifies and reports accounting process and system issues and contributes to the analysis and testing of system modifications and improvements under the guidance of management and/or technology support teams.
- Answers inquiries from administrators, staff, and others regarding accounting procedures, ledger balances and accounting policies. Analyzes financial data and trends to support decision-making, budget development, and financial planning processes.
- Routinely accesses and utilizes a personal computer using standard business software including word processing, spreadsheet, and accounting software.
- Performs other related duties as assigned or requested.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

- Principles, procedures, practices, and theories of professional accounting.
- Knowledge of District organization, operations, policies, and objectives.
- Knowledge of methods, practices, documents, and terminology used in professional accounting.
- Knowledge of applicable laws, regulations, and union agreements applicable to recording, reporting and reconciliation of financial transactions.
- Knowledge and strong understanding of generally accepted accounting principles (GAAP).
- Knowledge and understanding of Governmental Accounting Standards Board (GASB) pronouncements.
- Knowledge of various federal, state, and local laws, ordinances, regulations, and policies affecting the accounting and financial systems of the District.
- Knowledge of current trends and developments in accounting treatments and reporting requirements.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Abilities/Skills:

- Ability to apply accounting practices, principles, and procedures to assigned work.
- Ability to review and verify accounting data and resolve discrepancies.
- Skilled at preparing clear and concise financial reports and statements.
- Skilled at organizing work and setting priorities.
- Skilled at exercising tact and diplomacy at all times.
- Skilled at using computers to input, edit, and extract data and information.
- Ability to follow departmental procedures, District policies, and other regulatory requirements.
- Ability to learn and apply emerging technologies and advances to perform duties in an efficient, organized and timely manner.
- Ability to communicate sensitive information with discretion, tact, professionalism, and accuracy.
- Ability to work independently with little direction.
- Ability to maintain confidentiality of District files and records.
- Ability to meet schedules and deadlines, and to complete work efficiently with many interruptions.
- Ability to work cooperatively with students, staff, faculty, and visitors in a professional manner.

EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting or closely related field and five (5) years increasingly responsible professional accounting experience reconciling, recording, and reporting financial activity; OR

Two (2) years of college-level accounting courses or related field and nine (9) years increasingly responsible professional accounting experience reconciling, recording, and reporting financial activity.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Typical office setting.
- Dexterity of hands and fingers to operate a keyboard.
- Exchange information in person and on the phone.
- Sit for extended periods of time.
- Lift and carry up to 25 lbs.
- Move from one work area to another as needed.
- High volume telephone and email usage.
- Extensive computer work.

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