

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **ACCOUNTANT I**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, perform a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling financial transactions, statements, records, and reports; participate in fiscal year budget preparation; and provide highly responsible staff assistance to assigned management staff.

### **DISTINGUISHING CHARACTERISTICS**

This is a class of positions performing professional level accounting work in the maintenance of a wide variety of general and specialized financial records and documents. Originality and independent reasoning are required in interpreting and applying policies and precedents to unusual situations. Incumbents assigned to this classification may have lead responsibilities over student assistants and accounting assistant positions. Incumbents are also expected to have had professional level accounting training and experience.

The Accountant I is distinguished from the Accountant II by the complexity of assigned work and the corresponding level of expertise required. While both the Accountant I and Accountant II classifications perform professional accounting duties, the Accountant I is assigned to perform general accounting duties for a wide variety of District operations whereas the Accountant II performs professional accounting duties specific to the District's Measure B Modernization Program, which requires greater depth of accounting knowledge related to capital projects.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Reconcile District bank and cash accounts; prepare budget transfers and journal vouchers and make adjusting and closing entries.
2. Reconcile District general ledger with County Office of Education records; research outstanding items and inform County of needed corrections.
3. Maintain, reconcile, and balance subsidiary ledgers with general ledger; prepare recurring and special journal vouchers; assist in data entry of journal vouchers and budget transfers.
4. Reconcile cash and prepare County and District journals to record cash; prepare disbursement requests to transfer cash from District account to County.
5. Prepare County deposit checks received; log in checks and provide proper accounts; code and prepare journal entries to record deposits.
6. Prepare payroll and reconcile direct deposit/tax journals, general fund payroll, and other funds.
7. Prepare, code, and reconcile District journal entries for tax apportionments, quarterly interest, payroll taxes, STRS and PERS estimates and payments and various other payroll deductions

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8. Research, analyze, and verify accounts and prepare special financial and statistical reports as required.
9. Assist in fiscal year-end closing of the District records and prepare related reports including annual financial statements.
10. Assist in the collection of bad debts related to student loans and fees and returned checks.
11. Assist in the review of financial reports prepared by other departments.
12. Assist in directing the work of clerical personnel and hourly office assistants.
13. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Professional principles, practices, and methods of accounting, auditing, and financial reporting.
2. Generally accepted accounting principles and practices.
3. Principles and methods of account maintenance.
4. Methods and techniques of financial record keeping and reporting.
5. Principles and practices of budget preparation and administration.
6. Mathematical principles and procedures.
7. Methods and techniques of research, analysis, and report preparation.
8. Basic principles and practices of fiscal, statistical, and administrative research and report preparation.
9. Data processing applications to business and accounting services.
10. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

1. Maintain and balance a variety of financial records, ledgers, and accounts.
2. Apply generally accepted accounting principles and procedures in the work performed.
3. Analyze data and draw sound conclusions.
4. Prepare clear, complete and concise reports.
5. Make mathematical calculations with speed and accuracy.
6. Interpret and administer District accounting policies and procedures.
7. Interpret and apply federal, state and local laws and regulations.
8. Prepare and administer budgets.
9. Plan and organize work to meet changing priorities and deadlines.
10. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
11. Work cooperatively with other departments, divisions and outside agencies.
12. Understand and carry out both oral and written instructions in an independent manner.
13. Communicate clearly and concisely, both orally and in writing.
14. Establish and maintain effective working relationships with those contacted in the course of work.

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15. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, or a related field.

**Experience:**

One year of professional accounting experience, preferably in government or education.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

12/5/00; 6/28/06

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical-Paraprofessional