

## Ohlone Community College District



### ACCOUNTANT

#### DEFINITION

Perform a variety of professional accounting or payroll duties involved in the receiving, recording and reporting of financial transactions, and prepare the full range of financial statements and reports or preparation, maintenance and processing of bi-monthly payrolls and related mandated reporting.

#### SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff, or activities, as appropriate.

#### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Participate in the review, development and implementation of systems and procedures; recommend changes in systems and procedures.

Review and sort documents for computer entry and completion.

Assist in the development of data processing applications for related functions.

Answer questions and provides information to District staff regarding accounting policies and procedures; assist auditors as needed; investigate complaints and recommend corrective action as necessary to revolve complaints.

Receive, sort, and organize a variety of related documents including statements, bills, invoices and payments.

Provide related information and instruction regarding applicable procedures and methods to students and District staff.

Interpret and explain rules and regulations, answer questions and resolve problems or complaints.

**When assigned to Business Services:**

Under direction of Dean of Business Services or designee, perform a variety of fund accounting duties related to the General and Special Reserve Funds including preparing journal entries, posting entries to the general ledger, maintaining subsidiary ledgers, reconciling account balances, transferring funds, and closing accounts as appropriate.

Maintain accounting records for federal- and state-funded programs including Perkins, SEOG, CWS, and EOPS; compile various statistical and narrative reports.

Oversee the collection of bad debts related to student loans and tuition utilizing the Chancellor's Office Tax Offset Program.

Prepare various financial statements including worksheets, balance sheets, and income statements; adjust and close balance sheets.

**When assigned to College Advancement/Foundation:**

Under direction of Director of College Advancement and/or Executive Director , Foundation:

Responsible for final review and the maintenance of accurate and current purchasing, inventory, and budget records; assist with College Advancement/Foundation accounting and bookkeeping duties;

Responsible for final review and the maintenance of and monitoring of office budget, financial, and event records;

Responsible for final review and the management of funds, recording deposits and expenses, and tracking various budget categories;

Responsible for final review and the tracking grants and donors; maintain accurate, complete, and current accounting of grants and donations. Provide regular, timely and accurate reports;

Provide needed support to grant-funded projects or project directors on campus, as appropriate to Accountant responsibilities. Provide regular, timely and accurate reports for evaluation and/or audits;

Provide oversight of tracking scholarship recipients and payments. Provide regular, timely and accurate reports;

Plan and provide necessary training for development and maintenance of specialized statistical and operational donor reports; file reports with various required agencies; plan and oversee departmental filing and record keeping needs related to accounting;

Assist in preparing regular, accurate and timely reports on College Advancement/Foundation operations, including expenditures of funds, procedures, types and effectiveness of grant projects, donations, campaigns, and donor profiles;

May recommend methods for improvement of procedures and coordination of departmental functions;

Provide or participate in training activities to assist other staff or Directors in fulfilling responsibilities and assignments of College Advancement/Foundation;

Participate in planning and implementation of events and activities related to College Advancement/Foundation and its departments as appropriate to Accountant responsibilities;

Provide appropriate backup for College Advancement/Foundation staff appropriate to Accountant responsibilities, as required;

Participate effectively as a member of the team; participate in meetings and activities.

**When assigned to Payroll:**

Under direction of Dean or Manager, Human Resources or designee, oversee and prepare quarterly payroll tax reports and balance and process W-2's;

Coordinate and process monthly and hourly payrolls and retirement withholding reports;

Monitor and process absence reports and benefit deductions;

Comply with bargaining unit agreements and related changes to salary and benefit provisions;

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as required related to this classification.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of**

- Principles and procedures of governmental accounting and auditing
- Principles and procedures of financial record keeping and reporting or payroll processing and reporting;
- Application of data processing to accounting services or payroll data entry
- Pertinent federal, state, and local laws, codes and regulations
- Modern office procedures, methods and computer equipment
- Mathematical principles

**Skill to**

- Operate modern office equipment including computer equipment

**Ability to**

- Interpret and apply federal, state, and local policies, procedures, laws and regulations
- Accurately maintain records and files
- Prepare a variety of financial statements and reports Perform arithmetic calculations with speed and accuracy
- Communicate clearly and concisely, both orally and in writing
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

**Experience and Education Guidelines**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience**

Two years of professional accounting or payroll experience

**Education**

A bachelor's degree or equivalent from an accredited college or university with major course work in accounting or a related field.

**Special Requirements**

*Essential duties require the following physical abilities and work environment:*

*Approved: June 12, 1996  
Revised: 10/25/07; 4/10/08  
Union Approved: 4/10/08  
Board Approved:*