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DEFINITION:

Under the general supervision of the accounting manager, perform complex accounting, reporting, and budgeting duties in the development and implementation of the District budget,

Assist in the coordination of the annual external financ

applications such as word processing, spreadsheets, statistical databases, and automated accounting systems

Pertinent federal, state, and local laws, codes, and regulations

ABILITY TO:

Perform the full range of accounting, fiscal, and statistical record keeping duties including analysis and reconciliation of a variety of complex records.

Analyze and review financial records, reports, and related documents, identify discrepancies, and resolve complex problems related to assigned area of responsibility.

Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment.

Exercise tact and judgment in responding to inquiries and resolving difficult complaints and problems.

Advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Plan and organize work to meet changing priorities and deadlines.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing, using proper English, grammar, spelling, punctuation and vocabulary.

Establish and maintain effective working relationships with those contacted in the course of work.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to bachelor's degree in accounting, business administration, or a related field and three years of professional experience in accounting, financial analyses or auditing with significant responsibility with general ledger analyses and financial statement preparation.

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.

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.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.