



DUTIES:

Prepare financial reports and records associated with grant-funded projects. Coordinate monthly and fiscal year-end schedules/deadlines for accounting activity, audits and reporting. *E*

Monitor the appropriate use of account numbers; assure the appropriate classification and recording of financial transactions. *E*

Prepare financial reports and assist with the preparation of written reports required by funding agencies. *E*

Perform a variety of financial and statistical record-keeping utilizing databases and spreadsheets as appropriate; verify accuracy of financial and numerical data and follow-up on issues of inaccuracy and discrepancy. *E*

Maintain individual budget records for VATEA, USDA, and other grants, post receipts and expenditures according to established procedures; verify proper authorization, account codes and availability of funds for requisitions; post to proper computerized account and process as appropriate. *E*

Train, evaluate and provide work direction to assigned classified personnel. *E*

Prepare agendas, coordinate activities, and take notes and minutes for advisory committees; serve on assigned college committees. *E*

Compile information and data for reports and assist in the preparation of statistical and narrative reports; conduct research as required. *E*

Operate a computer, assigned software and other office equipment as assigned. *E*

Assure compliance with District, County, State and Federal laws, rules, regulations and guidelines related to assigned areas. *E*

Inspect documents, forms, records and other materials for accuracy and completeness; process a variety of forms and documents according to established procedures; assure conformance to established guidelines and standards. *E*

Coordinate communication and activities with other District departments and personnel, students, educational institutions, vendors, other outside organizations and the public; communicate with State offices related to compliance with laws, programs and funding policies and procedures. *E*

Organize and participate in campus and community events.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic accounting policies and procedures.

Operation of a computer and applicable software including a working knowledge of spreadsheet programs.

Oral and written communications skills.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan and organize workload, and meet schedules and deadlines.

Provide supervision and guidance to others.

Diffuse volatile situations.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan and organize work.

Train and evaluate the performance of staff.

Work confidentially with discretion.

Communicate effectively both orally and in()T7aHh oruro8.002 T o[3(s)-1oiTc 0.01ctiv

EDUCATION AND EXPERIENCE:

A bachelor's degree in accounting, business administration or a related field and three years of professional experience in accounting, financial analyses or auditing, or a related field.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and a 10-key calculator.

Sitting for extended periods of time.

Bending at the waist, kneeling or reaching to retrieve and file records.