

**Santa Monica Community College District  
Personnel Commission**

**Accountant**

Page 1 of 3

**CONCEPT OF THE CLASS**

Positions in this classification perform professional accounting duties maintaining and auditing accounting records, reconciling, reviewing and preparing transactions, initiating reports and assisting with the year end budget closing.

This is a multi-use classification at Santa Monica College with positions assigned to various locations in the District.

**ESSENTIAL DUTIES**

Analyzes, prepares and implements financial controls and reporting procedures involving budgeting, allocating, receiving, disbursing, accounting and reports of funds  
Performs other related duties as assigned or requested.

Prepares regular and special financial and statistical analyses, reports, statements and summaries involving District and special project funds

Analyzes accounting and reporting requirements of state, federal and privately funded programs and establishes appropriate monitoring procedures and accounting methods; analyzes and monitors changes to program in conformance with budget and fiscal guidelines

Prepares journal vouchers and makes adjustments and closing entries; reviews trial balances and prepares statements and reports; reconciles open accounts receivable with the general ledger on a periodic basis; reviews and audits disbursement and payroll deductions

Screens, evaluate, and correct coding of financial instruments such as payroll documents, contract documents, and purchasing documents for account distribution according to fund, object, programs and organizational unit; advises program/project managers as to record keeping requirements

Maintains accounting controls over documents processed by Los Angeles County PBAS and HR Systems data processing, verifies accuracy of output documents, resolves discrepancies, and assists in processing of budget input documents.

Compiles, reviews, audits and maintains a variety of financial and accounting records for various state and federal government funds account; reconciles payroll clearance fund for the correct payment of deductions and contributions to appropriate agencies and firms; records and prepares reports of District and Associated Student Body investments

Provides technical information and assistance to District personnel regarding financial, accounting and statistical record keeping procedures, assists District Personnel to resolve discrepancies in departmental accounts; analyzes charges to programs for conformance with budget, fiscal and program guidelines

Participate in year-end closing activities; completes and files reports and claims with funding agencies; prepares financial statement as necessary

Prepares bank reconciliation for two regular checking accounts, one sweep account and two credit card settlement accounts

Prepares cash and credit card receipt journals and journal entries; review entries of Accounting Specialist II's

Advises student club officers, program managers on coding, record keeping and other accounting tasks

Prepares and remit bookstore monthly sale tax and prepares quarterly sales tax returns; maintains investment accounts

Manages cash and transfers funds within accounts; reconciles subsidiary ledgers with the general ledger.

Answers telephone, assists in front office functions; sets-up closes cash register and prepares cash for deposit; reconciles credit card changes

Examples of essential duties are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

## SUPERVISION

### ***Supervision Received:***

Positions in this classification receive general supervision from the Director of Fiscal Services or the Director of Auxiliary Services.

### ***Supervision Exercised:***

Positions in this classification do not supervise others.

## KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of generally accepted accounting, auditing and budgeting procedures related to governmental accounting

Knowledge of financial analysis and research procedures

Ability to perform professional level accounting work

Ability to use computerized software applications to perform accounting processes; effectively utilize computer equipment and software in the performance of duties

Ability learn, understand, interpret and apply specific accounting and fiscal requirements, procedures and policies to various District and special projects

Ability to interpret and classify sourced documents and transactions

Ability to set priorities and manage time and work in fast-paced and busy environment with multiple tasks and interruptions

Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, students and outside contractors and vendors

Ability to accurately analyze situations, identify problems, apply sound judgment and formulate effective solutions

Ability to prepare clear and concise financial reports

Ability to perform statistical and financial analyses and auditing

**MINIMUM QUALIFICATIONS*****Education Requirement:***

Bachelor's degree in Accounting, Business Administration, Finance, Economics, Public Administration which included the successful completion of a minimum of twenty four (24) semester hours of accounting coursework or a closely related field.

***Experience Requirement:***

Three (3) years experience performing professional level accounting work.

***Education/Experience Equivalency:***

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

A valid Certified Public Accountant license will substitute for the twenty-four (24) semester hours of accounting coursework.

***Licensure and/or Certification:*** None**WORKING ENVIRONMENT & PHYSICAL DEMANDS*****Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Normal Office Environment:***

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

***Job Family:*** Fiscal Services/ Business Administration/Human Resources

***FLSA Status:*** Exempt

***Personnel Commission Approval Date:*** 11/2/06

***Class History:*** Accountant

***Revision Date(s):*** 10/06 Hay Study