

ACCOUNTANT, FOUNDATION

DEFINITION

Under the direction of the Executive Director, the Accountant independently performs a wide variety of complex accounting and financial duties which include general accounting, cost accounting and analysis, preparation of financial reports, budget development, and internal auditing in accordance with District policies and general accounting standards. The Accountant is responsible for planning, organizing, and implementing accounting functions for the Foundation.

EXAMPLES OF DUTIES

Prepares financial statements, business activity reports, annual budgets and reports required by regulatory agencies.

Maintains current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.

Develops and maintains relationships with banking and non-organizational accounting personnel in order to facilitate financial activities.

Receives and records requests for disbursements; facilitates disbursements in accordance with policies and procedures.

Prepares financial information for outside accountants in order to complete the annual audit.

Prepares annual tax forms for State and Federal government.

Operates a computer and related software including scheduling, email, database management, word processing, spreadsheets and presentations, printer, copier, calculator and fax machine.

Meet schedules and timelines, organize multiple projects efficiently and effectively and carryout required project details throughout the year.

Trains, supervises and evaluates student workers.

Meets with Finance Committee on a quarterly basis, prepares agendas, reports and minutes.

Performs other duties and responsibilities as assigned

SUPERVISION

Moderate supervision is provided by the Executive Director, Foundation.

Supervision is exercised over student workers.

QUALIFICATIONS

Knowledge of:

General accounting and auditing principles, practices, and terminology.

Laws, regulations, and policies governing the fiscal requirements of non-profit and public education entities in California.

Computerized general ledger financial accounting software applications

Financial statement preparation and analysis; preparation of journal entries, account reconciliation, key entry, and output control.

Ability to:

Organizes and prioritize tasks with strong use of initiative and precise attention to detail.

Communicates effectively both orally and in writing.

Works independently and confidentially with minimal direction

Comprehend and perform standard and complex mathematical calculations.

EMPLOYMENT STANDARDS

Minimum Requirements:

Bachelor's degree in Accounting, Business Administration, Public Accounting or related field from an accredited college or university.

Three (3) years of increasingly responsible accounting experience.

Desirable Requirements:

Accounting experience with a non-profit 501© (3) organization.