

ASSISTANT DISTRICT ACCOUNTANT

DEFINITION

Performs professional accounting duties requiring the application of advanced technical knowledge and judgment to the analysis and resolution of technical and management accounting problems. Assists the District Accountant with the preparation of complex fiscal documents. All duties performed at the District-wide level.

SUPERVISION RECEIVED AND EXERCISED

Moderate supervision provided by the District Accountant. General supervision provided by the Controller.

Direction and coordination of adjustments to resolve discrepancies exercised over lower-level accounting personnel.

EXAMPLES OF DUTIES

Prepare reconciliations, worksheets, and supporting schedules for all District bank accounts.

Maintain accurate and timely reconciliation of District financial system reports with the County for all expense and revenue accounts; prepare schedule of cash transfers to the County.

Prepare reconciliation of credit card accounts; adjust County documents, journals, and post to general ledger as necessary.

Determine appropriate dates and dollar amounts of Federal and State tax deposits and initiate deposit.

Provide technical assistance to accounting staff in preparation of journal entries, including explanation of procedures utilizing District accounting system, and methods of analysis.

Prepare analysis for various accounts; determine course of action to resolve any discrepancy; prepare adjusting entries as necessary.

Prepare monthly payroll distribution for reconciliation of general ledger.

Summarize, reconcile and audit student registration fee collections; research and correct discrepancies in general ledger.

EXAMPLES OF DUTIES (continued)

Design and develop computerized forms, spreadsheets, worksheets, and reports.

Assist College personnel with requested information; resolve any discrepancies.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Complex accounting principles and procedures with emphasis on governmental accounting as it pertains to rules, regulations, and laws.

Computer software applications.

Audit techniques, account analysis, and statistical presentation of data.

Principles of staff cooperation and coordination.

Generally accepted accounting principles and practices.

Ability to:

Perform all accounting tasks related to the maintenance of District financial records.

Analyze, audit, research and interpret budget, accounting, and statistical data.

Prepare and develop various spreadsheet forms and documents; use various computer software applications.

Maintain effective relationships with and provide direction to staff in a multi-cultural environment; communicate effectively with outside agencies.

EMPLOYMENT STANDARDS

Minimum Requirements:

Graduation from an accredited college with a B.A. in Accounting and three years of responsible experience in the preparation and maintenance of complex financial and accounting records.

EMPLOYMENT STANDARDS (continued)

Desirable Requirements:

Three years of professional accounting experience in a community college, university, or other governmental accounting. Valid license to practice as a Certified Public Accountant in California.