



## **ACCOUNTANT**

### **BASIC FUNCTION**

Under the direction of an assigned supervisor, the Accountant performs professional accounting tasks related to the recording, auditing, examining, maintaining, reconciling, analyzing, verifying, and reporting of financial and accounting records.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification perform the full spectrum of professional accounting functions at the highest level, requiring independent expert knowledge in the application of accounting principles and practices, as well as relevant laws, regulations, policies, and procedures.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Review, maintain, audit, reconcile, and report on all budgets, accounts, and funds; perform technical accounting tasks related to the creation, preparation, coordination, monitoring, managing, and accurate maintenance of financial budgets, ledgers, accounts, and records.
2. Perform, oversee, and monitor, audit, and validate internal and external financial transactions; verify and ensure maintenance of approvals and processing records within legal, policy, and procedural requirements; ensure accurate and timely disposition of payables and receivables.
3. Plan, coordinate, compile, and report accurate financial information for audits, Federal, State and local reports, financial statements, and ad hoc requests; prepare and submit assigned Federal, State, local and other designated statements, and reports.
4. Provide technical assistance to end users with budget and account development, monitoring, maintenance, transaction, and processing questions.

5. Calculate, prepare, request, receive, reconcile, post, and report on external financial transactions including grant, categorical, and capital funding.
6. Audit and ensure assignment, coding, classification, and reporting of financial records and transactions are within Federal, State, and local legal requirements.
7. Assist, train, and provide professional expertise to internal and external staff regarding financial and accounting matters.
8. Assist in year-end closing, fiscal year budget preparation, audits, and special report requests as required.
9. Assist students, staff, faculty, vendors, and others with questions related to financial processing, resolving issues in a timely manner.
10. Perform job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- General accounting and auditing principles.
- Pertinent federal, State, and local laws, codes, and regulations.
- Applicable policies and procedures related to financial accounting.
- Preparing, maintaining, reporting, and auditing financial records.
- Budgets, accounts, and financial records processes and procedures.
- Office equipment and computer software applications.
- Mathematic concepts and simple descriptive statistical and research methods.
- English usage, grammar, spelling punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.

### **Skills and Abilities To:**

- Independently perform, interpret, apply, and communicate complex rules, regulations, policies, and procedures related to financial accounting processes.
- Comprehend and use electronic database and software application systems.
- Effectively communicate finance and accounting related procedures and information.
- Plan, organize, and execute complex accounting work to meet schedules and timelines.
- Establish and maintain cooperative working relationships with others.
- Research, analyze, compile, interpret, and prepare reports and financial statements.
- Work independently with minimal supervision while meeting deadlines.
- Effectively communicate both orally and in writing.

- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

### **Education and Experience:**

Any combination equivalent to a bachelor's degree in accounting, finance, business, or related field and three (3) years of professional accounting, audit, or related experience.

### **Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

### **Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

## **WORKING CONDITIONS**

### **Work Environment:**

Office.

### **Physical Demands:**

Work is performed primarily in a standard office environment with frequent interruptions and distractions; extended periods of time of viewing a computer monitor.

Requires sufficient physical ability 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; to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

**Mental Demands:**

Work in an environment of frequent interruptions and possible dissatisfied individuals.