

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Accounting Specialist	Range:	43
Date Revised:		Date Approved:	November 9, 2021

PRIMARY PURPOSE

This position is responsible for independent district wide complex, comprehensive, advanced, and specialized accounting duties in the preparation, maintenance, review and analysis of various financial statements, records, accounts, and budgets to assure accuracy and in conformance with generally accepted accounting principles, established policies, procedures, including state and federal legal requirements.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Prepare, review, monitor, and analyze a variety of difficult and comprehensive financial statements, general ledgers and reports as required by the District, State, Federal government, or other agency, including but not limited to categorical grants, CCFS 311 annual report, Schedule of Expenditures of Federal Awards (SEFA), Schedule of Expenditures of State Awards (SESA), Non-Resident Tuition Fee report, 311Q, quarterly investment reports, IPED, Used Tax report, etc.; ensure compliance with applicable rules, regulations, policies and procedures; maintain, verify financial statements, general ledgers, statistical and other complex accounting records.
2.	Assist in the preparation and monitoring of District-wide or campus-wide budget; process budget transfers and prepare journal entries; budget reconciliation; Board agenda items for new budget, budget adjustments; monitor accounting activities of assigned categorically-funded programs; prepare expenditure and progress reports as required by funding agencies; prepare claims for reimbursements of grant expenditures and forward to appropriate funding agencies through invoicing, drawdown of funds from phone systems and/or web-based system; reconcile and balance accounts and bank statements; assist program manager to ensure compliance with contractual constraints; participate in grant audits.
3.	Coordinate communication and accounting activities with other District departments and personnel, governmental agencies, private agencies and vendors.
4.	Maintain up-to-date knowledge of the regulations and reporting requirements and procedures connected with categorical, special, and general fund programs; answer questions and provide technical expertise to assist District and department personnel regarding various records, budgets, accounts and programs.
5.	Prepare and process, monitor and reconcile various documents involved in financial transactions, such as invoices, deposits for cash and checks, requisitions, purchase orders, contract agreements, and bids and maintain accurate records of cash and check receipts; process student financial aid disbursements, monitors and reconciles the cash balance for all financial aid grants and other financial aid related activities; review and approve purchase requisitions.
6.	Prepare, audit, and analyze invoices for payment, such as requisitions, petty cash vouchers, and mileage and travel expense reports; prepare claims for capital projects; process payments for payroll, loans, grants, and reimbursements.

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7.	Process, monitor and reconcile data entry to County and District files to assure accuracy of data; reconcile cash, expense/revenue accounts, asset/liability accounts, fund balance with the County, Orange County Business Office of Department of Education; identify issues, errors and problems and prepare adjusting journal entry and/or County Transfer to resolve discrepancies.
8.	Review Personnel Change Forms and process payroll redistributions; process payroll reconciliations; perform cash and bank reconciliations, reconcile accounts receivable and accounts payable with external entities as well as with different funds and entities within the District.
9.	Participate in the District's year-end closing and audit process; review various reports during closing process and identifies and corrects errors; perform complex calculations, analyses, and prepare journal entries for corrections; analyze accruals and carryover. Conduct research to resolve discrepancies as necessary. Communicate necessary discrepancies and changes to appropriate departments/agencies.
10.	Maintain and file a variety of financial and accounting records, forms, listings and files; operate a variety of office equipment and machines such as calculator, computer, and copier, etc.
11.	Perform special projects as assigned, including but not limited to coordination of fee collection, financial budget projections; budget development process for general, categorical, and special funds; data collection, and prior-year performance analysis. Establish and maintain accounting policies and procedures.
12.	Train and provide work direction and guidance to others including program changes or legal requirements as directed.
13.	Participate in and assist with resolving issues with Banner and/or other regularly used software within assigned responsibilities; identify, learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
14.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
15.	Perform related duties as assigned.

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OTHER FUNCTIONS

In addition to essential functions, the District Accounting Specialist may make decisions within established policies and procedures in the absence of designated Manager.

WORKING RELATIONSHIPS

The District Accounting Specialist maintains frequent contact with various departments, staff, and outside vendors, agencies and financial institutions.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's degree in accounting, finance, or related field.
Minimum four (4) years increasingly responsible work experience in accounting and/or banking
Or equivalent combination of education and experience

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of accounting and auditing principles, practices and procedures
Knowledge of financial and statistical record-keeping principles
Knowledge of allocation factors/methodology
Knowledge of modern office practices, procedures and equipment
Knowledge of District organization, operations, policies and objectives
Knowledge of applicable sections of State Education Code and other applicable laws
Knowledge of computer-based accounting systems
Knowledge of various computer software programs
Ability to interpret, apply, and explain rules, regulations, policies and procedures
Ability to make arithmetic calculations quickly and accurately
Ability to operate a variety of office equipment such as calculator, computer, copier, etc.
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and timelines
Ability to understand and follow oral and written directions
Ability to communicate effectively, orally and in writing
Ability to understand scope of authority in making independent decisions
Ability to review situations accurately and determine appropriate action according to established guidelines
Ability to train and provide work direction to others
Ability to establish and maintain effective working relationships with others

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SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment: subject to constant interruptions and frequent interaction with others; operation of a computer keyboard, requiring gross and fine finger manipulation of keyboards, equipment and tools; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 25 pounds.
