

**ASSISTANT DISTRICT ACCOUNTANT**

**DEFINITION**

Performs professional accounting work requiring the application of advanced knowledge and judgment for the analysis and resolution of technical and process-oriented accounting problems by establishing and maintaining internal controls, improving procedures and streamlining processes. Assists the District Accountant with the preparation of complex fiscal documents.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is received by the District Accountant.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

**EXAMPLES OF DUTIES**

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

Maintains 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.

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

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

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

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

Prepares monthly payroll distribution for reconciliation of general ledger.

Summarizes, reconciles and audits student registration fee collections; researches and corrects discrepancies in general ledger.

Designs and develops forms, spreadsheets, worksheets, and reports.

Selects, trains, evaluates and maintains schedules of student workers.

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.

Word processing, spreadsheet and database software.

Software applications related to accounting work.

## **QUALIFICATIONS (continued)**

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

Accounting principles and practices.

### **Ability to:**

Use independent judgment in making decisions within established accounting systems and procedures.

Read, interpret, understand and explain regulations and guidelines for various funds.

Recommend improvements in accounting procedures.

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, documents, reports and presentations.

Communicate and work effectively with staff, vendors, auditors and outside agencies.

Interview, train, and provide work direction to student workers.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

Bachelor's degree in Accounting or related field from an accredited college or university.

Three years of responsible experience in the preparation and maintenance of complex financial and accounting records.

### **Desirable:**

Additional 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.