

SENIOR ACCOUNTANT

CLASS SUMMARY

Under general supervision – prepares financial reports and expenditure claims for specially funded (local, state, federal) projects; prepares budget changes; directs maintenance of subsidiary ledgers for all financial aid programs, grants, and loans, supervises preparation of special claims for reimbursement; performs related duties as required.

REPRESENTATIVE DUTIES

Prepares the more complex financial reports and expenditure claims for specially funded projects; directs the work of Sr. Account Clerk – grants and loans section in maintaining subsidiary ledgers and related records for all financial aid programs; directs accountant in the preparation of specially funded project reports and claims for reimbursement; coordinates with the financial aids office, accounts payable section and computer center in setting up disbursement and cancellation schedules of the student grants and loans; approves requests for special disbursements, requests for holding checks beyond cancellation dates or issuing checks before scheduled disbursement date for extraordinary reasons; reconciles general ledger balances with subsidiary ledger balances of all financial aid grants and loans on a monthly basis; prepares monthly bank reconciliation for four accounts; prepares deposits, and maintains records for RSCCD revolving cash account; checks budgets for detailed special projects received from planning and development department as to accuracy of total budget and budget amounts as contained in the approved award letters, contracts and budgets from outside funding sources; prepares budget change forms to set up new projects or adjust budget amounts of existing special projects and then directs accountant for terminal input after required signatures are obtained; reconciles district's records of National Direct Student Loan and Nursing Loan Advances and collections with the billing agency's (Academic Financial Services Association) records; maintains regular contact with AFSA's client analyst in order to keep student accounts accurate and current; answers inquiries from students regarding problems on financial aid grants and loans and inquiries from other department or project directors on specially funded programs; reviews and monitors special project expenditures and provides technical assistance to planning and development department and project directors on matters concerning special project budgets and expenditures; performs other relate duties as assigned by the Director of Accounting such as preparation of special reports and schedules related to special projects, analysis of general ledger accounts.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Director of Accounting. It directs the work of a Sr. Account Clerk and an Accountant.

SENIOR ACCOUNTANT cont'd

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a Bachelor's degree in business, accounting or related field with a major in accounting; and four years of increasingly responsible accounting experience preferably in governmental or fund accounting.

Knowledge and Abilities

Good Knowledge of: principles of general of school district accounting; rules and regulations related to specially-funded projects; principles, practices and methods of general and governmental or school district accounting and budgeting; principles of management, supervision and training; legal, procedural and reporting requirements in school district financial work, potential application of data processing to accounting and other business office transactions.

Ability to: learn to read computer print-outs; interpret and apply California Education Code provisions which pertain to the school district; direct the work of others.