

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTING COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned manager, serves as lead worker over Accounting Technician positions engaged in the maintenance and preparation of accounting and financial records AND/OR independently performs a variety of the most complex accounting and financial transactions and reporting.

REPRESENTATIVE DUTIES:

Plan, prioritize, assign and direct the work of the accounting staff assigned to specially funded projects; coordinate activities within projects; communicate with a variety of district, county, state and federal offices and agencies regarding specially funded programs. **E**

Provide technical support, training and general backup for accounting operations; plan, prioritize, assign and direct the work of accounting office staff. **E**

Assists in the implementation of federal, state and district accounting and budget regulations; coordinate, prepare, analyze, audit and monitor financial and fiscal related reports and claims. **E**

Prepare financial and statistical reports for audit preparation, administrative decision support, state and federal reporting. **E**

Prepare, monitor and analyze budgets for an assigned set of accounts; review and analyze budgets for compliance to District regulations. **E**

Maintain income records and monitor the collection of monies due; assure accounts receivable are billed accurately and collected in a timely manner. **E**

Maintain general and subsidiary ledger accounts; update control accounts; reconcile and balance accounts; create trial balance. **E**

Analyze and approve account transactions; assure fiscal documents are prepared and maintained in accordance with established requirements. **E**

Audit daily deposits and bank reconciliations; assist auditors in conducting various accounting audits; audit and reconcile ledgers; audit and distribute revenue receipts as appropriate; provide for completeness and validity of documentation of financial transactions. **E**

Maintain current, on-going knowledge of the methods and procedures required and utilized in performing the day-to-day operation of accounts receivable and accounts payable; attend training workshops as required. **E**

Representative Duties (continued)

Participate in the selection of staff; provide and coordinate staff training; provide input on performance appraisals. **E**

Perform special projects involving budget or accounting analysis as requested by supervisor. **E**

Coordinate the disbursement of loans, scholarships and grants of federal, State and local funds; perform compliance review related to conference and travel requests, payment procedures, reimbursements, audit of travel records, maintenance of travel revolving fund and issuance of credit cards. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and procedures of general and governmental accounting as applicable to community colleges.

Basic principles and practices of budgeting and financial control.

Federal, state and local laws, codes and regulations pertaining to community college accounting and financial reporting.

Principles of training and providing work direction.

Modern office procedures, methods and computer equipment.

Basic principles and practices of fiscal, statistical and administrative research and report preparation.

Principles and procedures of financial record keeping and reporting.

ABILITY TO:

Maintain and balance a variety of complex financial records, ledgers and accounts.

Organize and direct the work of accounting and clerical support staff.

Understand the organization and operation of the district and of outside agencies as necessary to assume assigned responsibilities.

Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.

Compile data and maintain complex records and prepare reports.

Operate modern office equipment.

Prepare a variety of complex financial statements, reports and analyses.

Audit records and invoices for payment.

Perform computational tasks and other bookkeeping functions with speed and accuracy.

Prepare and administer a budget.

Provide work direction and train assigned staff.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school supplemented by some college coursework in business or accounting and four years of increasingly responsible experience in fiscal record keeping, accounting, and reporting, preferably at least one year in a community college or district-level school setting; or Associate Degree in business, accounting, economics, or related field and three years of increasingly responsible experience in fiscal record keeping, accounting and reporting, preferably with at least one year in a community college.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----------|-------------------------------|--|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. | |
| <u>2</u> | b. | Ability to stand for extended periods of time. | |
| <u>4</u> | c. | Ability to sit for extended periods of time. | |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. | |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels. | |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. | |
| <u>1</u> | g. | Ability to lift <u>10</u> lbs. | |
| <u>1</u> | h. | Ability to carry <u>10</u> lbs. | |
| <u>3</u> | i. | Ability to operate office equipment. | |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.