

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTING COORDINATOR

BASIC FUNCTION:

Under direction of the Director, Fiscal Services, plan, organize, coordinate and participate in assigned District accounting areas including accounts payable/accounts receivable, revolving fund, collection and accounting for student fees, Associated Students and Campus Organizations, foundation, food service, trust accounts and other areas as assigned; oversee the collection of all District funds and deposits; train, provide work direction and assist in supervising and evaluating the performance of assigned accounting personnel.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and participate in the preparation and maintenance of assigned District accounts; assure compliance with established policies, procedures, internal controls, State and federal laws, regulations and requirements.

Analyze, balance, reconcile and adjust assigned accounts in accordance with a wide variety of guidelines, restrictions and policies; assure payments, receipts and deposits are made in a timely manner and posted to appropriate accounts.

Oversee and participate in the preparation, review and analysis of accounting reports and records; assure distribution to federal, State and County offices and agents in a timely manner.

- Make entries and adjustments to general and subsidiary ledgers and journals.
- Post data and make arithmetical computations quickly and accurately
- Receive money, prepare bank deposits and bank reconciliations
- Train and provide work direction in a lead capacity
- Operate computer equipment and accounting software
- Work independently with minimal direction
- Analyze situations accurately and adopt an effective course of action
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Operate office equipment including typewriter, computer terminal and printer, calculator and credit card machine
- Meet schedules and timelines

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years of college level coursework in accounting, business administration, finance or related field and three years of increasing responsible accounting and financial recordkeeping experience, preferably in a public sector organization.

WORKING CONDITIONS: Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to constant interruptions and demanding time lines.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines; see to read fine print; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 10 pounds.