

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTANT

BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, perform a variety of professional accounting duties involved in the recording and reporting of financial transactions; analysis, maintenance, and auditing of financial and accounting records. Assure the confidentiality of sensitive information and compliance with applicable laws, regulations, policies and procedures.

REPRESENTATIVE DUTIES:

Plan, prioritize and perform a variety of accounting and budgeting functions; coordinate, prepare, analyze, audit and monitor financial and fiscal-related reports and claims.

Provide support, training and general backup for accounting operations; provide assistance to specially funded projects.

Review, interpret and implement federal, State and District accounting and budget policies, requirements and regulations; assure compliance with same and with internal controls; assist internal and external auditors as requested.

Perform special projects involving budget or accounting analysis; assist in preparing financial and statistical reports for budget, audit, and administrative support; assist in preparing, reviewing, monitoring and analyzing budgets for an assigned set of accounts.

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

Maintain general and subsidiary ledger accounts; reconcile and balance accounts; analyze account transactions; assure fiscal documents are prepared and maintained in accordance with established requirements.

Participate in the development of automated accounting system upgrades and enhancements.

Participate in seminars, workshops and conferences to maintain current knowledge in the field; attend and participate in committees, task forces and other work groups.

Perform related duties as assigned.

