



SENIOR ACCOUNTING TECHNICIAN

BASIC FUNCTION

Under the direction of an assigned supervisor, the Senior Accounting Technician plans, organizes, coordinates, and performs complex professional accounting work in all areas related to the processing, auditing, and reporting of financial records and budget matters, assuring Federal and State compliance. The Senior Accounting Coordinator provides work oversight and technical assistance to accounting personnel.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification perform professional accounting functions in a lead role, requiring full knowledge and experience in the interpretation and application of accounting principles and practices, as well as relevant laws, regulations, policies, and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Lead, plan, organize, oversee, and perform duties related to the receipt, processing, audit, and reporting of financial records and budget and account information within established Federal and State laws and regulations, policies, and procedures.
2. Oversee and participate in the development, creation, maintenance, reconciliation, audit, closing, and reporting of budgets, accounts, and ledgers, assuring accuracy, timeliness, and compliance.
3. Oversee and participate in all aspects of receipt, processing, reconciliation, disbursement, audit, and reporting of financial streams including general and categorical funds, grant and trust funds, bond funds, and other revenue-generating funds.
4. Provide technical expertise and support for accounts payable and accounts receivable, purchasing, and appropriate payroll-related processing.
5. Coordinate and perform financial transactions with external entities including banks, credit card companies, vendors, etc., ensuring legal and policy compliance.

Classification: Senior Accounting Technician / Range: 19 / FLSA Status: non-exempt

Date Revised: December 1998 / Date Approved:

6. Plan, coordinate, compile and submit and report accurate financial information for audits, Federal, State, and local reports, financial statements, and ad hoc requests. Gather data and perform financial analysis, cost projections, and historical revenue/expenditure reporting as needed.
7. Provide technical assistance on fiscal matters in interpreting, applying, and effectively and accurately explaining policy and legal requirements.
8. Resolve fiscal issues in a timely manner. Audit and ensure assignment, coding, classification, and reporting of financial records and transactions are within Federal, State, and local legal requirements.
9. Provide professional development and technical and system training to staff.
10. Serve as accounting liaison with outside entities as required.
11. Perform job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- General accounting and auditing principles.
- Pertinent federal, State, and local laws, codes, and regulations.
- Applicable policies and procedures related to financial accounting.
- Preparation, maintenance, and audit of budgets, financial records, and accounts.
- Automated accounting systems and software applications.
- Principles and practices of accounting training and leading a team.
- English usage, grammar, spelling punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.

Skills and Abilities To:

- Independently perform, interpret, apply, and communicate complex laws, rules, regulations, policies, and procedures related to financial accounting.
- Comprehend and use electronic database systems and software applications.
- Communicate complex finance and accounting related procedures and information.
- Lead, plan, organize, and perform complex accounting work to meet deadlines.
- Establish and maintain cooperative working relationships with others.
- Independently research, analyze, compile, interpret, and prepare and deliver clear and concise reports and financial statements.
- Work independently with minimal supervision while meeting critical deadlines.
- Effectively communicate both orally and in writing.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

Education and Experience:

Any combination equivalent to an associate degree in accounting, finance, business, or related field and three years of accounting or related experience.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Office.

Physical Demands:

Work is performed primarily in a standard office environment with frequent interruptions and distractions; extended periods of time of viewing a computer monitor.

Requires sufficient physical ability to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Work in an environment of frequent interruptions and possible dissatisfied individuals.

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