

COORDINATOR, BUDGET AND ACCOUNTING

DEFINITION

Under general supervision, coordinates and performs the full range of complex professional accounting duties and financial analysis involved in reviewing, analyzing, auditing, reconciling, and maintaining assigned funds and accounts; prepares, audits, and maintains a variety of manual and automated financial and statistical records, reports, and financial statements; prepares and maintains budgets for assigned funds and accounts.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Budget and Financial Programs. May provide technical and functional direction and training to assigned staff.

CLASS CHARACTERISTICS

This is a journey-level and specialized class that performs a variety of professional duties in support of the District's accounting and budgeting systems. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex accounting and financial record keeping functions. Successful performance of the work requires extensive knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from the Director, Budget and Financial Programs by the latter's management and supervisory authority in planning, organizing, and directing the full scope of operations within the division.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Performs a full range of complex professional accounting duties and financial analysis involved in reviewing, analyzing, auditing, reconciling, and maintaining assigned funds, budgets, and accounts.
2. Prepares, audits, and maintains a variety of manual and automated financial and statistical records, reports, and financial statements.
3. Adapts accounting and record keeping functions to computerized accounting systems; analyzes records of financial transactions to determine accuracy and completeness of entries and makes additions and corrections.
4. Calculates, posts, audits, codes, and adjusts journal entries; updates accounts to reflect revenue and expenditures; balances and audits accounts for errors and make appropriate adjustments; initiates and processes account transfers and other transactions as needed.
5. Establishes budgets and codes transactions to appropriate budget numbers; develops annual budget for assigned funds; provides technical assistance in the analysis of budget, accounting, and other fiscally related issues for other departments.
6. Prepares, maintains, and audits a variety of financial and statistical reports, statements, and records related to assigned funds and accounts; reviews and analyzes financial records and reports to assure accuracy, completeness, and compliance with established guidelines, procedures, and Generally Accepted Accounting Principles.
7. Develops spreadsheets and financial reports; generates a variety of computerized reports and documents; ensures accuracy of input and output data.
8. Analyzes District procedures to ensure compliance with board policies, Education Code provision, and other State, Federal, and miscellaneous regulations.
9. Assists in the establishment of departmental procedures and district wide processes.
10. Provides technical and functional direction to other department staff including providing guidance and assistance in problem resolution.

11. Researches and resolves issues related to assigned funds and accounts.
12. Attends and participates in various meetings as assigned.
13. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
14. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Modern principles, practices, and methods of public accounting and financing, including program budgeting and auditing and their application to community college operations.
2. General principles and practices of data processing and its applicability to accounting and municipal operations.
3. Basic principles and practices of providing technical and functional direction and training to assigned staff.
4. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
5. Research and reporting methods, techniques, and procedures.
6. Technical report writing and preparation of correspondence.
7. Principles and procedures of record keeping.
8. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including the District's various contracts and documents.
9. Record keeping, information processing requirements, and rules and policies related to the production of an employee payroll.
10. Computer applications related to work, including word processing, database, and spreadsheet software.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Perform a variety of professional accounting duties involved in reviewing, analyzing, auditing, reconciling, and maintaining assigned accounts.
2. Prepare and analyze comprehensive financial statements and accounting reports.
3. Calculate, post, audit, and adjust journal entries including income and expenditures.
4. Oversee and participate in the processing and verification of incoming monies and receipting processes.
5. Reconcile various fiscal statements to assure accurate fund accounting as assigned.
6. Analyze financial data and draw sound conclusions.
7. Evaluate and develop improvements in operations, procedures, policies, or methods.
8. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
9. Train and provide work direction and guidance to designated employees as assigned.
10. Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
11. Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
12. Make accurate arithmetic, financial, and statistical computations.
13. Establish and maintain a variety of filing, record keeping, and tracking systems.

14. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
15. Operate modern office equipment including computer equipment and specialized software applications programs.
16. Use English effectively to communicate in person, over the telephone, and in writing.
17. Understand scope of authority in making independent decisions.
18. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
19. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's Degree in accounting, business administration, or directly related field from an accredited college or university, and five (5) years of increasingly responsible accounting experience. A Bachelor's degree is desirable.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.