

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Accounting Analyst	Range: 55	Classified Schedule
Date Revised:		Date Approved:	January 28, 2025

PRIMARY PURPOSE

Under general direction serves as a lead accounting staff in the district accounting department. Provide guidance and accounting support to other accounting staff in the department on a regular basis. Independently perform a variety of advanced and complex accounting duties. Respond to complex accounting issues, develops recommendations for process improvement, and assures that procedures are in place to enable smooth and efficient workflow in the accounting department. Assist administration and management in ensuring the District is in compliance with District policies and procedures, rules and regulations, codes, and accounting standards.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Serve as accounting lead responsible for overseeing the work of other accounting staff by prioritizing projects, delegating assignments, setting deadlines, reviewing work, and providing training and accounting guidance; responsible for the daily planning and workflow of the department; lead or coordinate a team of staff in the analysis, completion and validation of complex and technical projects; lead department staff meetings.
2.	Analyze and interpret accounting and financial reporting requirements of Federal, State, District and other agencies and establish appropriate accounting procedures to comply with these requirements; Assist in the implementation of new governmental accounting standards.
3.	Perform, analyze, research, and review advanced technical calculations, reconciliations, and complex accounting problems identifying cause of discrepancies, corrective measures, and implementing necessary changes in processes or procedures.
4.	Monitor monthly checklist of balance sheet reconciliations. Prepare quarterly fluctuation analysis of balance sheet, revenue, and expense accounts and identify and provide explanations for significant and unusual fluctuations and balances; recommend and implement corrective action as needed.
5.	Review and approve regular or reoccurring budget changes, transfers of expenditure, payroll redistributions, and journal entries for accuracy, completeness, proper authorization, and appropriate support. Review and approve year-end grants analysis and year-end entries..
6.	Assist management in maintaining the chart of accounts including but not limited to creating new funds, departments, accounts, programs, activity, and location codes in accordance with department policies and procedures.
7.	Prepare a variety of advanced and complex financial analysis, reports, schedules and reconciliations which require a degree of professional judgement, for review by management.
8.	Monitor all District grant activities; Develop and maintain a grants database; Monitor financial reporting deadlines and follows-up with staff as needed; Review and approve expenditure and financial reports related to grants and other specially funded projects for accuracy, completeness, and appropriate support; Review and approve invoices and drawdown requests related to grants and other specially funded projects; Respond to inquiries and surveys from external agencies as assigned such as the State Chancellor's Office, Department of Education, other grant sponsors, and auditors. Coordinate information and communications among the District, campus departments, the County, and external agencies to clarify and reconcile expenditures, allocations, and accounting issues or inconsistencies.

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9.	Identify processes and procedures within Fiscal Affairs that need improvement such as inefficiencies or gaps in internal controls; Provide recommendations using a district-wide approach; Implement or assist management in implementing process improvements and new technologies within Fiscal Affairs such as creating or redesigning department procedures, documenting procedures or training manuals, developing or modifying financial systems and applications, developing and testing new system-generated financial reports and work collaboratively with IT and other departments as needed.
10.	Lead IT projects for Fiscal Affairs on an assignment basis; Review and evaluates proposals for new and existing technologies for Fiscal Affairs to ensure integrity of financial data and or proper integration with other financial systems and applications; Develop specifications for IT projects, establish project milestones and timelines; participates in user acceptance testing, communicate changes and provide trainings; Responsible for general maintenance of financial systems and applications as directed and in collaboration with IT.
11.	Perform the fiscal year-end close process in the District's financial system under general direction, including rolling ending balances and encumbrances in the Banner financial system.
12.	Responsible for the design and evaluation of the data collection procedures; serve in a lead role to provide direction, training, and review of data input by staff into department database or application systems related required reporting (e.g., CCFS 311 Annual report, IPEDS reporting).
13.	Assist management with districtwide training on various fiscal affairs topics. Prepare and deliver presentations as needed.
14.	Serve as a liaison to external auditors, compile and develop necessary financial and narrative data in preparation for the audit.
15.	Keeps abreast of federal, state and local laws, codes, governmental accounting standards, and regulatory requirements related to accounting, audit, grants, and tax reporting.
16.	Learns and applies emerging technologies and advances (e.g. computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
17.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
18.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONS

The District Accounting Analyst maintains frequent contact with various District administrators, faculty, staff, public agencies, external auditors and state agencies.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's degree from an accredited institution with a major in business administration, accounting, finance, or a related field.

Minimum of six years of increasingly responsible accounting experience.

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Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity-minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Generally Accepted Accounting Principles (GAAP)

Knowledge of principles and procedures of Governmental and Fund Accounting

Knowledge of budgetary methods and cost analysis

Knowledge of accounting and auditing principles, practices and procedures

Knowledge of applicable sections of the State Education Code and other applicable laws

Knowledge of computer-based accounting systems

Knowledge of District organization, operations, policies and objectives

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of bookkeeping and record keeping procedures

Knowledge of appropriate software and databases

Ability to perform specialized, complex and technical accounting work requiring independent judgment and initiative related to the District accounting department

Ability to train, coordinate, plan, prioritize and organize a large volume of work of other accounting staff

Ability to compile, analyze and verify numbers, data and financial and statistical information

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to prepare clear, concise, and complete oral and written reports

Ability to develop and provide oral and written presentations and trainings as requested

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction and complete assignments with a minimal amount of detailed instruction

Ability to identify areas within the department needing improvement, provide recommendations, and lead process improvements collaboratively

Ability to take a district-wide approach to problem-solving

Ability to understand and follow oral and written directions

Ability to communicate effectively both orally and in writing

Ability to train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

May require a valid California Driver's License.

WORKING CONDITIONS

Office environment: subject to constant interruptions and frequent interaction with others; operation of a computer keyboard, requiring gross and fine finger manipulation of keyboards, equipment and tools; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 25 pounds.