

College of the Redwoods

Position Description

Position: Principal Accountant - Confidential	Position Number:
Department/Site: Business Office	FLSA: Exempt, Conf.
Reports to/Evaluated by:	Salary Grade: 126

Summary

The incumbent will provide professional level financial and accounting support by maintaining various accounting records for the Redwoods Community College District (the District).

- Prepares monthly, quarterly, and annual budget and financial reports for general funds, restricted, capital, Foundation, auxiliary, grants, and other District records.
- Ensure that financial transactions are accurately and timely recorded in the District's books in accordance with GAAP, GASB, State Accounting Manual, and related Laws, regulations, and program restrictions.
- Coordinates, prepares, reviews, and compiles specialized accounting schedules and entries for financial recordkeeping to facilitate management analysis, annual closing of the books, and the annual financial audit. Assists the District in obtaining unqualified financial audit opinions.
- Recommends internal controls and maintains and reconciles ledgers and accounts. Manages the District's cash position.
- Plans, organizes, and coordinates financial reporting and system development including, performance reporting, financial database management, Ellucian information system testing, accounting controls, and audit support.

Essential Duties and Responsibilities

- Posts transactions to journals and/or ledgers, balances entries, and reconciles errors manually or electronically.
- Performs various accounting duties and assists with fiscal monthly and year-end closing.
- Reviews, analyzes, and prepares various reports to reflect the District's fiscal status.
- Prepares analysis reports for collective bargaining negotiations and may represent District administration during negotiations.
- Monitors internal controls and on-going work activities to ensure compliance with deadlines and accounting standards.
- Establishes and maintains general ledgers on department operations, calculates and allocates funds for new and existing accounts or projects, develops forms and documents for special accounts, reviews posted entries to general ledgers and subsidiary accounts and balances accounts periodically.
- Reconciles bank statements, bank transfers, and stop payments and makes necessary corrections as needed.
- Manages District revenue, including County property taxes, Federal receipts, State apportionment, categorical, grant and other revenue, tuition and fee revenue, rental income, Foundation income, endowments and donations, and all other revenue sources.
- Develops and maintains databases, spreadsheets and other fiscal reporting mechanisms, reviews and audits fiscal information for accuracy and quality assurance.
- Provides technical assistance to others working within various databases and systems, including the Ellucian financial accounting system and general ledger, and assists in reconciling problems.

- Reviews financial data and documents to assure accuracy, completeness and compliance with District policies and procedures and applicable government regulations.
- Plans, directs, oversees and executes a monthly “soft closing” of the financial books.
- Records adjusting entries to maintain accurate budget to actual reports on a monthly basis.
- Prepares monthly financial statements and related variance analysis and presents these reports to the Board of Trustees and may answer questions from the Board including in open session, and prepares quarterly financial reports for the Chancellor’s Office.
- Plans, organizes, and oversees accurate and timely closing of the general ledger to prepare trial balance financial summary statements and for year-end financial reporting. This includes all special funding, current accounting expenditures, deferred revenue balances, and employee-based accounts.
- Plans, organizes and directs activities related to the District’s annual financial audits and acts as a liaison for the District with external auditors.
- Plans, organizes, and implements the cash management system, projecting cash flows, reconciling District cash with County Auditor’s report, and requesting funds from various State and federal sources.
- Recommends that the District secure Tax and Revenue Anticipation Notes (TRANs) as necessary to maintain liquidity.
- Enters and makes adjustments to budget control records, receipt and disbursement of funds, categorical and grant funding, financial performance statements including general ledger, fixed asset accounting, and other fiscal activities.
- Develops, tests and implements accounting controls governing all financial activity Districtwide for all types of funds, including the College of the Redwoods Foundation and the Redwoods Financing Corporation.
- Ensures separation of activities, access to and accounting of assets, and proper execution of transactions.
- Performs testing of applicable financial information systems in advance of system changes, programming changes, version upgrades, patches, and related changes to existing information systems affecting the integrity of financial reports and fiscal controls.
- Approves purchase orders, commercial warrants or checks and payroll warrants.
- Receives all funds of the College and Foundation.
- Maintains financial control records for State and federal aid programs and supervises preparation of required reports.
- Provides technical expertise and direction regarding accounting issues and discrepancies to all departments and divisions Districtwide.
- Attends applicable training, workshops, and conferences and represents the District at relevant statewide meetings and committees.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

■ Knowledge and Skills

Knowledge of and the ability to apply generally accepted accounting principles (GAAP), GASB, State Accounting Manual, and related Laws, regulations, and program restrictions. Ability to maintain confidentiality and exercise good judgment. Strong analytical and problem-solving skills and the ability to independently determine priorities. The ability to understand, interpret and apply complex District, Chancellor’s Office, State, and Federal policies and procedures to a variety of situations. Communication and effective interpersonal skills; professional judgment and analysis; and the capacity to recommend and implement process improvements. Sufficient knowledge of data processing systems

and accounting applications to troubleshoot problems, trace discrepancies, create and approve entries and adjustments, and run queries and reports. Requires skill in using email, word processors, spreadsheets and databases, Ellucian Information System, and completing complicated math calculations including sums, averages, ratios, extensions, percent, and quotients.

- **Abilities**

Requires the ability to carry out all aspects of the position and to be detail oriented. Must be able to prepare clear, complete, and concise financial records, analyze accounting data and prepare trial financial statements. Requires the ability to conduct technical research and complete complex mathematical and statistical computations. Must be able to prepare written reports. Must be able to interact with coworkers and others in an ethical and business professional manner that encourages high morale and efficiency.

- **Physical Abilities**

- **Education and Experience**

This position requires a bachelor's degree in accounting, finance, or equivalent and five years of progressive accounting experience, preferably in a municipal/education environment with specific experience leading production accounting, trial balance financial statements, and audit prep.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors in an office environment with minimal health and safety considerations.