

**Position**  
**Senior Accounting Analyst #CL19-1269**  
Accounting/Business Operations & Fiscal Services/District Operations Center  
Full Time Position



**Hours**  
40 hours/week, 12 months/year

**Salary**  
2018-2019 CSEA Salary Schedule  
Grade 19 \$74,517.29 - \$78,241.77 - \$82,185.35 - \$86,320.64 - \$90,620.24 - \$95,180.00/year

**Benefits**  
The District shall contribute up to \$28,257.96 per fiscal year toward employee and dependent(s) medical/dental coverage; contribute \$1,500 per fiscal year toward dependent(s) or employee medical/dental coverage or other approved deductions consistent with IRS regulations; provide life insurance of a minimum of \$50,000 or a maximum not to exceed the annual salary of the employee. Holidays, sick days, and vacation are earned in accordance with the CSEA contract. Payroll deductions include the California Public Employees' Retirement System and Social Security.

**Starting Date:** As soon as possible after the offer of employment.

**Deadline to Apply:** Monday, April 15, 2019, 5:00 PM

### **CLASS SUMMARY**

Under general direction performs a variety of complex and technical accounting tasks in the analysis, maintenance and auditing of accounts affecting District-wide operations; analyzes and prepares financial statements, reports and schedules; maintains specially funded (local, state, federal) projects database and monitors projects for compliance with financial reporting requirements; provides accounting direction on new and established District-wide accounting principles, policies and procedures; communicates results of financial analysis to management and outside agencies and makes recommendations for appropriate action; identifies problems and implements solutions; and performs related work as required to meet the department and District-wide accounting objectives.

### **REPRESENTATIVE DUTIES**

Serves as accounting lead responsible for analyzing the accounting and reporting requirements of Federal, State, District and other agencies and establishing appropriate accounting procedures to comply with these requirements; Directs the work of staff by prioritizing projects, delegating assignments, setting deadlines, reviewing work and explaining the impact of changes; Research and develop procedures to resolve complex accounting problems: implements any necessary changes in operations or procedures; Research and analyze transactions, budgets, contracts and special funds to resolve questions and validate data; reviews budget changes, transfers of expenditure, and journal entries for accuracy, completeness, proper authorization, appropriate support; Maintains specially funded (local, state, federal) projects database; monitors financial reporting deadlines, review financial reports related to specially funded projects; Coordinates information and communications among the District and other County departments and external agencies to clarify and reconcile special funds, allocations and accounting issues or inconsistencies; Develop recommendations for presentation to administrators and management at the District and campus level by conducting statistical analyses, researching records, compiling data, forecasting revenues and expenditures to address administrative, budget and productivity issues; Prepare and present written and oral reports containing detailed findings and recommendations to address administrative problems, implement improvement of services and operations; Review annual and interim financial statements and schedules; Gathers, organizes, analyzes and reviews documentation requested by external and internal auditors; meets with auditors and representatives of funding agencies to ensure compliance with accounting, federal and state requirements; Reconciles accounts and budgets according to schedules and policy; Performs full-charge bookkeeping; Requests funds from the Department of Education to cover the periodic financial aid disbursement and manage federal cash balances; Determines the necessary matching funds required to participate in the program based on the individual program regulation; Completes year-end schedules and other items related to the year-end closing procedures and audit process; Assist in performing the fiscal year close in the district's accounting system; Performs other related duties assigned.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated manager/administrator.

### **REQUIREMENTS**

Any combination of education and experience equivalent to a bachelor's degree in accounting, business or finance; and four years of increasingly responsible accounting experience. Knowledge of: Generally Accepted Accounting Principles (GAAP) and Governmental Accounting and Auditing Standards (GAAS), theory, and practices; financial record keeping, data processing and report procedures; administrative survey and reporting techniques, including research and data collection methods; budget and grant administration; methods and techniques of cost analysis; auditing practices and procedures; computerized accounting systems, spreadsheet software applications and business math; English usage, spelling, grammar and punctuation; principles of management, supervision and training; FERPA – Protect the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA), California law and college policies. Ability to: Perform advanced, complex professional accounting work; analyze and solve problems of organization and management; collect, analyze and evaluate financial data related to complex functions and operations; plan, organize and complete assignments with a minimal amount of detailed instruction; design and conduct research projects of moderate difficulty with defined parameters, and generate clear and concise reports; understand and carry out oral and written instructions and communicate with other agencies and organizations; develop and provide oral and written presentations, reports and training as requested; develop and implement recommendations regarding work procedures; directs the work of accounting staff and provide training as needed; interpret and apply rules and regulations.

## **Desirable Qualifications**

- Master's degree in accounting
- Active Certified Public Accountant (CPA) license
- Financial accounting experience with grant and/or specially funded programs
- Experience in governmental or fund accounting
- Proficiency in Microsoft Excel

## **Selection Criteria**

### Application Screening

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interview:

- Educational experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience in working with diverse socio-economic communities
- Professional growth activities
- Specialized skills training
- Leadership skills

Based upon the information presented on the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and oral interview.

### Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview.

During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem solving

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

## **Method of Application**

For consideration in the selection process, interested persons must complete the RSCCD application and upload all required documents online at <http://www.rsccd.edu/employment/Pages/Employment.aspx> by the specified closing date for the position. If you do not have a computer, there is a computer which can only access RSCCD employment website and scanner to upload application materials/documents (no USB) available at the Human Resources Department, 2323 North Broadway, Santa Ana, California, 92706, between the hours of 8:00 a.m. and 5:00 p.m., Monday - Friday.

Please upload the following application materials in the appropriate boxes with your online application by the closing date:

- Resume (Required)
- Response to Supplemental Questions (Required)

### **Supplemental Questions:**

1. Please describe your experience researching and developing procedures to resolve complex accounting problems.
  2. Please describe your knowledge of various Microsoft Excel functions and your comfort level.
  3. Please describe your experience with Microsoft Access and your comfort level.
  4. Please describe your current experience training, directing, and or reviewing the work of accounting staff.
  5. Please describe your current experience with state and or federal grant accounting, compliance, and reporting.
  6. Please describe your experience preparing documents and schedules for external auditors.
  7. Please describe a major contribution you have made to your department or organization recently.
- Any additional supplemental materials (Optional)

This applicant pool may be used for vacancies in the same classification occurring within the next six months.

## **Pre-Employment Requirements**

Candidates selected for employment will be required to provide current verification of a negative TB test or chest x-ray, complete the district's fingerprinting process, and bring proof of their legal right to work in the United States. Cost of TB testing, fingerprinting and the fee for criminal record check will be paid for by the candidates.

The Rancho Santiago Community College District is an equal employment opportunity employer and prohibits discrimination and harassment based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. The District will make reasonable accommodations for applicants with disabilities. Applicant should contact the Human Resources Department for assistance.

Post: Wednesday, March 20, 2019