**Position: Budget and Grants Accountant**

**Position Number:**

**Department/Site:** Administrative Services

**FLSA:** Non-Exempt – (Classified CSEA)

**Reports to:** Accounting Manager

**Salary Range:** 36

**DEFINITION:**

Under the general supervision of the accounting manager, perform complex accounting, reporting, and budgeting duties in the development and implementation of the District budget, including implementation and maintenance of position control. Analyze and help develop budgets for special projects, grants, and categorical programs.

**DISTINGUISHING CHARACTERISTICS:**

This position is distinguished from other accounting positions by the requirement to work with the fiscal aspects of general and non-general funds of the District budget with minimal supervision and to exercise independent judgment. Incumbent will assist the controller and accounting manager and individual program managers in all aspects of budget administration.

The incumbent in this position will support institutional effectiveness by ensuring that fiscal rules and regulations are adhered to in accordance with established District policies.

**REPRESENTATIVE DUTIES:**

- Perform account analyses; prepare journal entries to record or correct transactions.
- Monitor the appropriate use of account numbers; assure the appropriate classification and recording of financial transactions and recommend changes in procedures when appropriate.
- Gather, review, and analyze data to troubleshoot problem areas such as compliance of fiscal procedures with applicable statutes and regulations or internal control standards.
- Provide technical direction and guidance to other accounting staff.
- Coordinate monthly and fiscal year-end schedules/deadlines for accounting activity.
- Assure that general ledger and annual reports accurately reflect the District's financial position monthly and at fiscal year-end.
- Assure that financial records are maintained in compliance with generally accepted accounting principles (GAAP), and GASB, the state Education Code, and recommend changes in procedures when appropriate.
- Perform operational or financial audits as required to analyze financial activity.
• Assist in the coordination of the annual external financial and compliance audit.
• Assist others in complying with regulations and audit procedures.
• Draft procedures and train staff in appropriate compliance procedures and in techniques of analysis and reconciliation.
• Assist in the determination of specifications and implementation of financial systems.
• Assist in the development of budget calendar or schedule; aid in developing budget worksheet instructions; help in the preparation of District budget; produce budget worksheet; review compiled budget worksheets for accuracy and completeness; present budget materials to controller for review.
• Assist with all aspects of budgeting: development, accounting, reporting, and closeout for grants and categorical programs, including direct and indirect matching funds.
• Maintain accounting records related to special projects, grants, and categorical programs.
• Follow up on outstanding receivables on assigned grants and contracts.
• Provide assistance and information to grant managers and others required to develop and interpret grant budgets, including approving requisitions for availability of budget and the appropriateness of charge codes.
• Maintain and update position control database module in conjunction with HR and payroll staff.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

• Operations, services, and activities of the District’s accounting and budgeting system and program areas
• GAAP including varied technical accounting principles and practices used in the most difficult and complex financial record keeping and reporting
• Governmental and/or fund accounting principles and procedures and District accounting system requirements and procedures
• Principles of budget preparation, analysis, and monitoring
• Procedures, policies, rules, and practices affecting the development, maintenance, and control of fiscal record keeping systems including Microsoft office applications and functions such as pivot tables, charts, and graphs
• Methods and techniques of auditing, verifying, balancing, and reconciling accounting records
• Principles and practices used in establishing and maintaining files and information retrieval systems
• Business letter writing and report preparation
  English usage, spelling, grammar, and punctuation
• Methods and techniques of effective customer service
• Office procedures, methods, and equipment including computers and applicable software
applications such as word processing, spreadsheets, statistical databases, and automated accounting systems

- Pertinent federal, state, and local laws, codes, and regulations

**ABILITY TO:**

- Perform the full range of accounting, fiscal, and statistical record keeping duties including analysis and reconciliation of a variety of complex records.
- Analyze and review financial records, reports, and related documents, identify discrepancies, and resolve complex problems related to assigned area of responsibility.
- Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment.
- Exercise tact and judgment in responding to inquiries and resolving difficult complaints and problems.
- Advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Plan and organize work to meet changing priorities and deadlines.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing, using proper English, grammar, spelling, punctuation and vocabulary.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to bachelor’s degree in accounting, business administration, or a related field and three years of professional experience in accounting, financial analyses or auditing with significant responsibility with general ledger analyses and financial statement preparation.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

Primary functions require sufficient physical ability and mobility 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; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.