STATE CENTER COMMUNITY COLLEGE DISTRICT
ACCOUNTANT/AUDITOR

DEFINITION

Under direction performs a wide variety of professional accounting duties including accounting systems analyses and internal auditing.

DISTINGUISHING CHARACTERISTICS

Accountant Auditors perform professional accounting and financial work and serve as an experienced resource to District management to support sound financial decision-making. Work involves independent judgment and requires a thorough knowledge of accounting principles and practices as applied in a public accounting environment, as well as substantial familiarity with District, Federal, State and local agencies financial management practices and procedures.

Accountant Auditor is distinguished from Accounting Technician II in that employees in the former class perform more complex accounting and analysis of greater significance and impact on the operations and management of the District.

EXAMPLES OF DUTIES

Performs a wide variety of duties including but not limited to: highly complex accounting work; preparing periodic financial reports, cost analysis reports, and budget development data including salaries and benefit figures; works with campus and district offices to ensure timely and accurate budget reports; planning and conducting internal audits; developing, maintaining, and using systems for recording, interpreting, and communicating financial data; entering and retrieving data from computer system as needed; and assigning and/or reviewing the work of other employees and students. May perform other duties as needed.

EMPLOYMENT STANDARDS

Education: Bachelor’s degree in accounting or a related area including a minimum of 20 units in accounting

Experience: Experience performing a wide variety of complex and highly responsible accounting and financial duties including general accounting; cost accounting and analysis; preparation of financial statements, financial reports and claims; budget development; accounting systems analysis and design; and internal auditing.

Knowledge, Skills, and Abilities: Knowledge of generally accepted accounting principles, generally accepted auditing standards, financial statement analysis; federal and state categorical reporting procedures; state accounting manual, and computer terminology to effectively coordinate accounting functions with information systems. Knowledge of and ability to employ proper English usage, spelling, grammar and punctuation. Skill to prepare financial statements from accounting data; analyze, recognize, define, and correct accounting errors and misinformation. Ability to assign, monitor, and review the work of others; receive and follow instructions; appropriately interact with students, staff, faculty and the public; and learn and apply college and district policies and procedures.

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Approved: April 15, 1991
Revised by BOT: August 7, 2007
Revised by PC: September 11, 2007
Salary Range: 66