

**ACCOUNTANT, FOUNDATION**

**DEFINITION**

Independently performs a wide variety of complex accounting and financial duties which include general accounting, cost accounting and analysis, preparation of financial reports, budget development, and internal auditing in accordance with District policies and general accounting standards. Responsible for planning, organizing, and implementing accounting functions for the Foundation.

**SUPERVISION**

Supervision is received by the Executive Director, Foundation.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

**EXAMPLES OF DUTIES**

Prepares financial statements, business activity reports, annual budgets and reports required by regulatory agencies.

Maintains current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.

Develops and maintains relationships with banking and non-organizational accounting personnel in order to facilitate financial activities.

Receives and records requests for disbursements; facilitates disbursements in accordance with policies and procedures.

Prepares financial information for outside accountants in order to complete the annual audit.

Prepares annual tax forms for State and Federal government.

Operates a computer and related software including scheduling, email, database management, word processing, spreadsheets and presentations, printer, copier, calculator and fax machine.

Meet schedules and timelines, organize multiple projects efficiently and effectively and carryout required project details throughout the year.

Selects, trains, evaluates and maintains schedules of student workers.

Meets with Finance Committee on a quarterly basis, prepares agendas, reports and minutes.

Performs other duties and responsibilities as assigned.

**QUALIFICATIONS**

**Knowledge of:**

General accounting and auditing principles, practices, and terminology.

## **QUALIFICATIONS (continued)**

Laws, regulations, and policies governing the fiscal requirements of non-profit and public education entities in California.

Computerized general ledger financial accounting software applications

Financial statement preparation and analysis; preparation of journal entries, account reconciliation, key entry, and output control.

### **Ability to:**

Organizes and prioritize tasks with strong use of initiative and precise attention to detail.

Communicates effectively both orally and in writing.

Works independently and confidentially with minimal direction

Comprehend and perform standard and complex mathematical calculations.

Interview, train, and provide work direction to student workers.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

Bachelor's degree in Accounting, Business Administration, Public Accounting or related field from an accredited college or university.

Three (3) years of increasingly responsible accounting experience.

### **Desirable:**

Accounting experience with a non-profit 501© (3) organization.