

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Accounting Technician

BASIC FUNCTION: Under the supervision of the District Controller, performs a variety of technical accounting duties related to financial oversight of grants, contracts, and categorical programs. This includes on-going technical support and training for the District's grants managers; assistance in the preparation, maintenance, and review of District accounting, budgetary, and fiscal records, documents and reports; maintaining current knowledge of contractual terms and conditions of grants, contracts, and categorical programs to exercise due diligence in all financial aspects of the designated programs.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Creates and maintains complete, accurate, and organized grant files.
2. Maintains general knowledge of grant contractual provisions and requirements.
3. Maintains complete and accurate master listing of all grants and categorical programs in fund 12, resource 1190; reconciles expenditures and revenues.
4. Monitors budget versus actual revenue and expenditures and contacts managers as needed to address issues.
5. Assists in billing process for grants and categorical programs, verifying data and reviewing invoices.
6. Prepares financial documents and supporting backup for periodic draw downs of federal funds.
7. Monitors and prepares transfers of indirect costs.
8. Provides assistance to grants managers in preparation of new budgets, transfers of budget expenditures, and Resolutions to Amend Budget
9. Assists in collecting data; reviews and verifies accuracy of grant-related financial reports.
10. Assists in year-end closing process, reconciles expenditures to revenues and creating accrual documents.
11. Assists in preparation of audit schedules and the audit process.
12. Reviews grant proposal budgets prior to submission; assesses financial impact on the District.
13. Attends a variety of departmental and committee meetings.
14. Provides assistance to program managers as needed to maintain satisfactory financial accountability; prepares a variety of statistical spreadsheets.
15. Communicates with program managers and staff to ensure District deadlines are met; analyzes financial data and documents.
16. Reviews grant related financial documents for accuracy prior to the Vice Chancellor Admin and Finance signing.
17. Assist in preparation of Resolutions to Amend Budget.
18. Assists with preparation of final annual budgets for grants and categorical programs.
19. Participates in District-provided in-service training programs.
20. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
21. Performs other duties, related to the position, as assigned.

EDUCATION: A bachelor's degree from an accredited institution in business or reasonably related field is required.

EXPERIENCE: At least one year of generally related experience in grants and categorical accounting programs is required. Two years of closely related experience in a school district accounting office is desired.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Federal online financial reporting systems, Federal, State, and local accounting regulations, the District's administrative software, and maintains familiarity with District grant accounting practices and procedures. Maintain knowledge of contractual terms and conditions in connection with grants and categorical programs. Methods, practices and terminology used in the grants and categorical programs area; strong proficiencies in commonly used word processing and electronic spreadsheet software categorical programs; the English language and grammar. Analytical skills required for the work performed related to grants, contracts, and categorical programs.

ABILITY TO: Carryout complex oral and written instructions; exercise due diligence in all financial aspects of the designated programs; exercise judgment and initiative; work under pressure of recurrent deadlines with frequent interruptions; operate 10-key calculator; keyboard at a speed of not less than 45 net words per minute; work effectively with faculty, administrators, staff and representatives from outside organizations. Identify and define potential problems and risks and to participate in the resolution of problems in implementation and compliance. Problem solve with stakeholders to clearly define conflicting approaches so ultimate resolution will conform to governing rules, regulations, and laws. Analyze financial reports for accuracy and conformance to grant guidelines and regulations.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: RCCD managers and administrators, other departmental personnel, outside agencies, local, state and federal offices.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.