

**DESERT COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE DESERT FOUNDATION**

ACCOUNTING SPECIALIST

BASIC FUNCTION

Under the direction of the Foundation Accountant, perform varied and complex accounting work specializing in the maintenance of a set of accounts and financial and statistical records; audit financial records. The Accounting Specialist performs advanced work with responsibility for a set of accounts requiring more technical expertise and internal audit responsibilities.

REPRESENTATIVE DUTIES

The following duties are representative of the essential functions of the position.

1. Perform specialized accounting work such as accounts payable, accounts receivable, bank reconciliations, gift processing to the general fund and various restricted and endowed funds.
2. Verify and code data according to prescribed procedures; review financial information to assure accuracy of information.
3. Gather, assemble, tabulate, proof, extend, verify, balance, summarize and post fiscal data to assigned accounts.
4. Review items for assigned set of accounts to assure accuracy and completeness of financial records; provide proper internal controls; audit and adjust source documents and other input data.
5. Prepare supporting schedules, worksheets and reports for assigned accounts; prepare statements and reports for funds as assigned for management, committee and Board review.
6. Work with District departments on new grant proposals and report on new and existing grants.
7. Assist with the creation and maintenance of the Scholarships and Program Fund Availability Reports. Verify, document and update donor criteria.
8. Communicate with administrators, faculty, staff and others regarding available Foundation funds and other matters; review budgets for assigned accounts and provide statements of forecasts and balances as requested; provide cash flows and other financial, statistical and analytical reports as requested for assigned accounts. Prepare and present training sessions as required.
9. Process a variety of financial information; adjust accounts; input statistical data regarding budgets and assigned accounts.
10. Reconcile accounts as assigned; prepare various accounting and budget control documents.
11. Process monthly expense and mileage reports for staff.
12. Assist with annual 1099-Misc filing.
13. Develop and assist in the formulation and implementation of improved accounting, budget and financial record-keeping procedures.
14. Audit Request for Restricted Foundation funds to verify funds are available to fulfill request and obtain required signatures for processing.
15. Assist with month end closing entries.
16. Assist with annual budget and mid-year budget revisions.
17. Assist with annual Foundation audit and year-end entries.
18. Maintain current knowledge of organizational policies & procedures, Federal & State policies and directives, and current accounting standards.
19. Attend a variety of meetings, trainings, and conferences.
20. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Procedures, methods, practices and terminology used in bookkeeping and financial record- keeping.
2. Modern office practices, procedures and equipment; modern accounting office machines
3. Correct English usage, grammar, spelling, punctuation and vocabulary; operation of computers and a variety of software such as Microsoft Word, Excel, Outlook, accounting software programs;
4. Technical aspects of field of specialty; banking regulation and laws regarding credit card banking and foreign currency banking; applicable laws, rules and regulations related to assigned activities including Payment Card Industry Security Compliance.
5. Accounting rules, regulations, policies and procedures.
6. Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; interpersonal skills using tact, patience and courtesy.

Ability to:

Post and make arithmetic computations rapidly and accurately; use a variety of office equipment; operate office machines including a computer and applicable software; understand and follow oral and written instructions; interpret and explain policies, procedures, rules and regulations; analyze and recommend improvements to systems and procedures; align programs and services to department objectives and goals; prepare correspondence and informational materials for handout; work cooperatively with others; exhibit sensitivity and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students; work confidentially with discretion; understand and work within scope of authority; work independently with little direction; communicate effectively both orally and in writing to exchange information; analyze situations accurately and adopt an effective course of action; plan and organize work; set schedules and time lines; sit for extended periods of time, bend at the waist, kneel, or crouch; lift 15 pounds.

EDUCATION AND EXPERIENCE

At least an Associate degree in Accounting or related field and three (3) years of progressive accounting duties, including: accounts payable, accounts receivable, reconciliations and experience working in double entry accounting system.

Prefer individual with experience working in California Community College Auxiliary Organizations. Experience with Abila MIPS Funding Accounting and fundraising database software systems.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions.

EMPLOYMENT STATUS

College of the Desert Foundation
Leadership Salary Schedule: Row IV

Board of Trustees Approval: July 18, 2019