

Accountant, Senior  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=250387>

Downloaded On: Dec. 19, 2024 8:56am

Posted Dec. 13, 2024, set to expire Jun. 1, 2025

<b>Job Title</b>	Accountant, Senior
<b>Department</b>	Staff
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Dec. 13, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Accounting & Finance
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5865182">https://apptrkr.com/5865182</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Accountant, Senior**

HR EMPLOYMENT/CAREERS

**Initial Review Date: 01/01/25 \*\***

\*\*Any complete applications received after the closing date will only be forwarded to the hiring committee at their request.

**Salary Grade: C1-63**

**Starting Salary:**



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\$8,542.91 (per month)

**Full Salary Range:** \$8,542.91 - \$11,464.63 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

**JOB SUMMARY:**

The Senior Grants Accountant plays a critical role in managing financial operations and compliance for grant-funded programs, including Financial Aid funds. This position is responsible for comprehensive financial tracking, reconciliation, reporting, and administration of multiple grants across diverse funding sources. The incumbent will demonstrate advanced Excel proficiency as well as employ strong problem-solving and critical thinking skills to analyze complex financial data with precision. Reporting to the Director of Budget Operations & Grants, the position requires close collaboration with administrators and staff across the two colleges (Foothill College and De Anza College).

**DEFINITION**

Under direction, performs the more complex and responsible professional accounting duties that involve the application of judgment and discretion in the analysis and application of accounting principles and practices in maintaining fiscal controls and records, and preparing transactions; prepares a diverse range of financial documents and reports; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

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Receives direction from an administrative or academic supervisor or manager. May exercise technical and functional direction and provide training to other accounting staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level class in the professional accounting series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex accounting and financial record-keeping functions. Successful performance of the work requires extensive knowledge of governmental accounting practices and procedures, fund accounting, and fiscal operations. This class is distinguished from the Accounting Manager by the latter's full management and supervisory authority in planning, organizing, and directing the full scope of accounting operations within the division.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

1. Provides complex professional and technical assistance in the administration and implementation of the District's financial, auditing, and accounting programs, including financial statement preparation, periodic and ad hoc external and internal compliance reporting, budget preparation and administration, forecasting, and contracts and grants.
2. Coordinates and administers a wide variety of financial and accounting programs, including those for extramural grants, categorical funding, capital projects, retail operations, and debt service.
3. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
4. Develops and recommends improvements in operations, procedures, policies, or methods.
5. Participates in the preparation and administration of grant or program budgets by analyzing budget history, reviewing and suggesting modifications to budget proposals, providing revenue and expense projections, preparing and updating cash flow and projections, and monitoring expenditures to ensure compliance with adopted budget.
6. Analyzes balance sheet and expenditure and revenue accounts and prepares a wide variety of financial statements and reports, including monthly and quarterly statements and fiscal year-end, state-mandated, general ledger, and budget reports.
7. Coordinates the preparation of audit schedules and the compilation of financial records and other data for external auditors.
8. Researches and analyzes technical transactions to resolve questions and validate data; ensures fiscal accountability and fund integrity for transactions and supporting documentation.
9. Records and reconciles revenues, expenditures, deferrals, and technical transactions in compliance with all applicable federal, state, and local laws, ordinances, and regulations and District rules and policies.

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10. Conducts and prepares special studies and reports, legal documents, management analyses, and various memos and letters.
11. Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from extramural grants, general obligation bonds, student accounts, cash receipts, accounts payable, and accounts receivable.
12. Analyzes and reconciles expenditure and revenue accounts to verify availability of funds and classification of expenditures.
13. Prepares monthly, quarterly, and year-end journal vouchers for a wide variety of financial programs.
14. Files quarterly returns and annual tax withholdings with the California Franchise Tax Board.
15. Reconciles and prepares debt service payments according to schedule.
16. Serves as an administrator for the District's financial ERP, ensuring appropriate access for staff and establishing and maintaining work flows for approvals and other accounting processes.
17. Maintains and monitors the District's grant funds and ensures compliance with rules and regulations governing the use of each grant.
18. Helps ensure compliance with applicable federal, state, and local laws, ordinances, and regulations and District rules and policies by advising District faculty and staff on accounting practices and financial compliance rules and guidelines, staying up-to-date on relevant financial regulations, and recommending processes or procedures for improved compliance.
19. Assigns, prioritizes, reviews, and approves the work of, and provides training in accounting processes and procedures to, other accounting staff.
20. Records and maintains appropriate controls for fixed assets.
21. Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.
22. Performs related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

1. Generally Accepted Accounting Principles and Generally Accepted Auditing Standards.
2. Governmental or public higher education accounting and financing.
3. Specialized accounting related to individual assignment, such as: grant accounting, federal compliance guidelines for grants and categorical funding, construction accounting, labor distribution for payroll, retail and sales accounting, or debt service.
4. District accounting policies and procedures, Budget & Accounting Manual, and relevant sections of the State Chancellor's

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5. Office regulations and California Education Code.
6. Public contract administration.
7. Research and reporting methods, techniques, and procedures.
8. Technical and staff report writing;
9. Record-keeping principles and procedures.
10. Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet, office productivity, and specialized software applications.
11. English usage, grammar, spelling, vocabulary, and punctuation.
12. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Analyze and evaluate financial and administrative data, draw sound conclusions, and make recommendations.
3. Prepare clear, complete, and concise financial statements and reports.
4. Summarize and present administrative and financial information effectively, in written, graphical, and oral format.
5. Interpret, apply, and explain federal, state, and local laws, ordinances, and regulations and District rules and policies related to accounting and financial operations.
6. Make accurate arithmetic, financial, and statistical computations.
7. Enter and retrieve data from a computer with sufficient speed and accuracy.
8. Establish and maintain a variety of filing, recordkeeping, and tracking systems.
9. Understand and carry out a variety of complex instructions in a responsible and independent manner.
10. Work independently with limited direction.
11. Organize and prioritize a variety of projects and multiple tasks for self and others in order to meet critical time deadlines.
12. Work independently with limited direction.
13. Work with a high degree of accuracy.
14. Operate modern office tools and equipment, including computers, printers, calculators, telephones, office productivity software, and specialized software applications.

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15. Use English effectively to communicate complex information in person, over the telephone, and in writing.
16. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, or a closely related field, **AND** three (3) years of increasingly responsible professional accounting experience, preferably in government and higher education.

**Licenses and Certifications:**

Some positions in this classification, depending on the duties assigned, may require possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIORNMENTAL CONDITIONS**

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Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>**

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Permanent, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful



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applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1965?c=fhda>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

Staff

Foothill-De Anza Community College District

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