

Accountant II
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262026>

Downloaded On: Sep. 7, 2025 12:14am

Posted Sep. 4, 2025, set to expire Jun. 1, 2026

Job Title	Accountant II
Department	
Institution	Foothill-De Anza Community College District Los Altos Hills, California
Date Posted	Sep. 4, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
Apply Online Here	https://apptrkr.com/6529888
Apply By Email	
Job Description	

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Accountant II

Initial Review Date: 09/23/25**

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

Salary Grade: C1-59

Starting Salary: \$7,755.96 (per month)

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Full Salary Range: \$7,755.96 - \$10,404.74 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above. **We are looking for an Accountant II.**

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 District Budget and Grants Office provide oversight and monitors compliance with all federal, state and local restricted and unrestricted funds in a multi-college district. The position reports to the Director of Budget Operations and Grants. Incumbent will perform the full range of routine to complex accounting and compliance reporting of restricted and unrestricted funds under only minimal supervision. They will coordinate budget revisions, expense transfers, year-end accruals, deferrals and other adjustments, review and facilitate quarterly and annual reports, budget and expenditure report certifications. The incumbent should possess strong reconciliation skills with advanced excel knowledge.

DEFINITION

Under immediate (I) or **general (II)** supervision, performs a variety of 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 immediate (I) or **general (II)** supervision from an administrative or academic supervisor or manager. Exercises no supervision of staff.

CLASS CHARACTERISTICS

Accountant I: This is the entry level in the series and incumbents are expected to learn how to apply theoretical knowledge of Generally Accepted Accounting Principles and Generally Accepted Accounting Standards to departmental and District processes. Positions at this level are not expected to function with the same level of knowledge or skill as positions at the Accountant II level, and do not exercise the same level of independent direction and judgment in matters related to work procedures and methods. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Accountant II: This is the journey level in the series, responsible for performing the full range of professional accounting duties. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department to which they are assigned. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting, and fiscal operations.

Positions at the II-level are normally filled by advancement from the I-level after three years; progression to the II-level is automatic unless there is documented non-satisfactory work performance. When filled from the outside, the employee is required to have at least three years of prior related experience that allows the employee to meet the qualification standards for the II-level.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

1. Provides responsible professional and technical assistance in the administration and implementation of the District's financial, auditing, and accounting programs.
2. Prepares a wide variety of financial statements and reports, including monthly and quarterly statements, fiscal year-end, state-mandated, general ledger, and budget reports.
3. Reviews invoices, travel vouchers, reimbursement claims, and other requests for payment to determine accuracy and accordance with applicable contracts, grants, or policies; approves, within limits of authority, or requests corrections as needed.
4. Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from student accounts, payroll, benefits, cash receipts, accounts payable, and accounts

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receivable.

5. Analyzes balance sheet and revenue and expenditure accounts and reconciles accounts to verify availability of funds and classification of expenditures; reviews and processes appropriation transfer requests between accounts; reconciles bond statements and bank statements, including the County account to the general ledger.
6. Conducts and prepares special studies and reports, legal documents, and management analyses.
7. Records and maintains appropriate controls for fixed assets.
8. Maintains and monitors the District's grant funds and ensures compliance with rules and regulations governing the use of each grant.
9. Compiles and organizes financial records and other data in preparation for annual audits.
10. Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, policies, and regulations affecting the financial operations of the District, Foundation, and/or assigned department.
11. Participates in the preparation and administration of annual budgets, including assisting departments with budget preparation, providing revenue and expense projections, assisting in running budget reports, and monitoring expenditures to ensure compliance with adopted budget; as needed, provides guidance in interpreting budget reports.
12. Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.
13. Performs related duties as assigned.

QUALIFICATIONS

Incumbents at the Accountant I level may exercise some of the knowledge and abilities listed below in a learning capacity.

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: employee benefits accounting; construction accounting, including labor distribution; accounting related to capital projects financing, including general obligation bonds; grant accounting; applicable tax laws and IRS regulations; non-profit accounting practices; and/or federal compliance guidelines for grants and categorical funding.
4. District accounting policies and procedures, Budget & Accounting Manual, and relevant sections

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of the State Chancellor's Office regulations and California Education Code.

5. Public contract administration.
6. Recordkeeping principles and procedures.
7. Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet, office productivity, and specialized software applications.
8. English usage, grammar, spelling, vocabulary, and punctuation.
9. 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 financial data, draw sound conclusions, and make recommendations.
3. Prepare clear, complete, and concise financial statements and reports.
4. Summarize and present financial information effectively, in written, graphical, and oral format.
5. Make accurate arithmetic, financial, and statistical computations.
6. Enter and retrieve data from a computer with sufficient speed and accuracy.
7. Establish and maintain a variety of filing, recordkeeping, and tracking systems.
8. Understand and carry out a variety of complex instructions in a responsible and independent manner.
9. Interpret, apply, and explain federal, state, and local laws, ordinances, and regulations and District rules and policies related to accounting and financial operations.
10. Organize and prioritize a variety of projects and multiple tasks in order to meet critical time deadlines.
11. Operate modern office tools and equipment, including computers, printers, calculators, telephones, office productivity software, and specialized software applications.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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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

Accountant I: Prior related work experience such as bookkeeping or clerical accounting is desirable but not required.

Accountant II: Three (3) years of increasingly responsible professional accounting experience, preferably in government or higher education.

Licenses and Certifications:

None.

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.

ENVIRONMENTAL 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

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

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2246?c=fhda>

jeid-12c91379963ff74ebfda446aeb7e6ec9

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

Staff

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