

PERALTA COMMUNITY COLLEGE DISTRICT - 2026

CLASSIFIED JOB DESCRIPTION

Staff Accountant
(SEIU Local 1021 Salary Range 100)
Job Code: 1122

CLASS PURPOSE

The Staff Accountant provides a variety of fiscal services to support various district activities that include invoice processing, reconciliation of various accounts, cash management, provides support to district auxiliaries (e.g., Foundation, bookstore, dining, parking and transportation, etc.), ensuring that fiscal practices are followed, detailed records of all activities and transactions are maintained, and cash balances are properly reconciled. The position may also assist other staff with resolving accounting-related issues pertaining to the general ledger.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

The Americans with Disabilities Act (ADA) requires the district to identify the essential duties/functions of the position. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

Any one position may not include all the duties listed nor do listed examples include all tasks which may be found in positions of this class.

- Responds to inquiries from students, staff, vendors, etc. for the purpose of providing information and/or direction on procedures and conveying information necessary to complete transactions.
- Monitors financial activity for the purpose of ensuring that allocations and expenditures are accurate, revenues are recorded properly, and fiscal practices are followed.
- Prepares and/or reviews deposits for district funds for the purpose of ensuring the accuracy and timely completion of transactions.
- Prepares financial statements for the purpose of documenting activities and meeting the District's fiscal reporting requirements.
- Processes a variety of fiscal information (e.g., accounts receivable, accounts payable, various billings, deposits, refunds, correspondence, etc.) in compliance with accounting requirements.
- Reconciles cash and/or account balances (e.g., student account balances, ASB accounts, bank accounts, financial aid disbursements, etc.) for the purpose of maintaining accurate balances and

complying with accounting practices.

- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, deposit receipts, etc.) for the purpose of ensuring accuracy and adhering to procedures prior to processing for action.
- Supports cyclical financial reporting and accounting function for the various district funds for the purpose of ensuring compliance with established accounting and/or reporting requirements.
- Participates in the development and maintenance of policy and procedural changes, including documenting work processes for assigned tasks.
- May support the preparation of tax reports; 1098-T's, 1099's; collection reports; COTOP, etc.
- Participates in monthly and year end closing processes, gathering data for audit requests and public record requests.
- Remains current with changes in legal and procedural requirements for financial, budgeting, tax and accounting operations.

MINIMUM QUALIFICATIONS

- Bachelor's degree with study in Accounting, Business, Public Administration or job related area; and 4 years of experience performing related work in the job-related area.
- Job related experience in lieu of education (on a year for year basis).
 - OR an equivalent combination of education and qualifying job-related experience that would provide the skills, knowledge, and ability needed to fulfill the duties assigned to the position.
- Knowledge and proficiency in the operation and use of financial ERP systems, personal computers utilizing word, processing, spreadsheet, and database management software programs (i.e., MS Word, Excel, Access, and PowerPoint) and knowledge of standard office equipment.
- Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

- Higher education accounting, particularly at a community college level.
- CPA.

Ability to:

- Utilize pertinent software applications; use new or additional equipment/software brought about by new technology.
- Prepare and maintain accurate records.
- Perform basic complex bookkeeping/accounting procedures, including account and bank reconciliations.
- Use new or additional equipment related to new technology.

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- Perform basic math, percentages and/or ratios.
- Interpret written procedures.
- Write documents following prescribed formats.
- Present information before groups.
- Understand complex multiple step instructions.
- Communicate with diverse groups.
- Meet deadlines and schedules.
- Work with constant interruptions.

Knowledge of:

- Accounting/bookkeeping principles.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone.
- Constant work around and with people.

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs.
- Occasional lifting and carrying up to 15 lbs.
- Frequent reaching, high, low, and level.
- Frequent audio acuity at all ranges, including speech.
- Frequent visual acuity for reading.
- Constant sitting.
- Constant use of clear oral communication.

TOOLS AND EQUIPMENT USED

- Standard job-related equipment.

Board Approved, March 2026