



## MANAGER, ACCOUNTING

**DEPARTMENT:** Business Services

**COLLEGE:** Central Services

**SALARY GRADE:** [A2/A3 - H](#)

### POSITION PURPOSE:

Under the direction of the Executive Director, Fiscal Services, coordinate and direct the work of professional and technical staff performing a variety of accounting and reporting in the District Accounting Department; perform complex fund accounting and revenue reconciliation; analyze and prepare an array of financial statements, compliance and cash flow reports; interpret and explain accounting procedures and information to others; communicate results of financial analyses to District leadership; and make recommendations for appropriate complex accounting-related actions; identify problems and implement solutions; design and give direction to Educational Technology Services (ETS) to improve the performance and reporting accuracy of the computerized financial records system; oversee bookstore and foodservices accounting and reporting; hire, train, mentor and provide work direction to assigned staff.

### KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Coordinate the month-end and year-end close processes and prepare the year-end financial statements in accordance with fund accounting standards and Generally Accepted Accounting Principles (GAAP).
2. Prepare quarterly and annual financial reports, investment reports, compliance reports, fund balance reports, cash-flow reports, enrollment revenue reports, and Integrated Postsecondary Education Data System (IPEDS) reports for review and approval by the Executive Director, Fiscal Services and senior management.
3. Prepare and review expenditure reports, benefits reporting, budget variances, and reports of historical trends for program directors, management, granting agencies, and federal and state agencies.
4. Plan, coordinate, implement and assist in evaluating new and complex accounting pronouncements; perform special analytical tasks as assigned by the Executive Director, Fiscal Services.
5. Implement and maintain all Finance ERP updates and major upgrades in coordination with the Human Resources, Student Services, Foundation, IT or other related departments, as appropriate.
6. Participate in developing budgets for assigned accounts; organize and maintain general ledgers; oversee the maintenance of subsidiary ledgers including bookstore and foodservices.
7. Prepare year-end accruals, review journal entries, and required schedules; prepare consolidated financial reports and certain related footnote disclosures, and assist in the preparation of the Management Discussion and Analysis; coordinate in a timely manner with external auditors in order to assure an accurate and successful annual audit.
8. Interpret federal, state and local regulations and guidelines and assure compliance with requirements; update and revise procedures and reporting as necessary.
9. Communicate with various District and College personnel and outside agencies to provide high-level financial analysis, ad hoc financial reports, and recommendations.
10. Research, prepare, and submit federal, state, local, compliance and other reports.

11. Monitor cash position of District and other funds, oversee routine banking operations, prepare cash flow analysis, and oversee cash-handling procedures for appropriate internal controls.
12. Provide technical expertise, advice and direction to other departmental staff and District personnel; serve as a liaison and support to campus accounting operations.
13. Interview, select and hire employees; supervise, assign, mentor, direct and schedule work activities; explain how duties are to be carried out.
14. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
15. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
16. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
17. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
18. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
19. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Generally accepted accounting and auditing principles, practices, and procedures.
2. Financial analysis and research procedures.
3. District organization, operations, policies, and objectives.
4. State Education Code, State Budget and Accounting policies and other applicable laws.
5. Operation of a computer and related software.
6. Modern office practices, procedures, and equipment.
7. Oral and written communication skills.
8. Technical aspects of field of specialty.
9. Principles of supervision.

### **Skills and Abilities:**

1. Demonstrate 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. Perform high-level professional accounting work in the analysis, maintenance and auditing of accounts affecting District-wide operations.
3. Maintain accurate financial and statistical records.
4. Assure compliance with applicable District policies, procedures, and governmental regulations.
5. Plan, coordinate, execute, and evaluate solutions to complex accounting problems.
6. Reconcile, balance, and audit records and accounts.
7. Present solutions to management level with confidence and effectiveness.
8. Train, supervise, mentor and evaluate personnel.
9. Oversee, review, and critique the work of others.
10. Foster a team-oriented, collaborative and positive work environment
11. Interpret, apply, and explain rules, regulations, policies, and procedures.

12. Operate a computer and related office equipment.
13. Establish and maintain cooperative and effective working relationships with others.
14. Analyze situations accurately; exercise sound judgment; work independently; and adopt an effective course of action.
15. Meet schedules and time lines.
16. Communicate effectively both orally and in writing.
17. Work independently with little direction.

**Education and Experience:**

1. Bachelor's degree in accounting, or related field.  
Five (5) years increasingly responsible professional accounting experience

**Preferred Qualifications**

1. Experience in updating and maintaining complex integrated finance systems.
2. Experience in preparing complete financial statements.
3. Experience in implementing new GASB, FASB, and other GAAP reporting requirements.
4. Experience working in a community college, K-12, or other governmental fiscal environment

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: November 2015

Ed Code: H-11

Creditable Service: PERS