

**TITLE: Manager, Accounting**

**CLASSIFICATION: Management Team – Classified Supervisor**

**SALARY RANGE: 18**

**SCOPE OF POSITION:**

Under the direction of the Vice President, Business Services, plan, organize, and direct the financial operations and activities of the Accounting Office. Perform professional accounting and budgeting duties; provide technical expertise and staffing cost analysis to support fiscal decision making; analyze, verify, audit and reconcile fiscal records to ensure accuracy and completeness of transactions; prepare and audit complex financial and budgetary statements and reports; train, supervise and evaluate the performance of assigned staff.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Plan, organize, and direct the District-wide financial operations and activities of the District including budget development and monitoring, accounts payable, accounts receivable, cashiering, general ledger, grants; develop new procedures or accounting programs; and oversee appropriate record retention policies and procedures; oversee and direct District mailroom and fixed asset accounting activities and operations
2. Review and approve budget transfers, personnel action forms, and position requisitions for hiring District employees; confirm budget coverage and expenditures; encumber hourly salaries to ensure budget control.
3. Develop and maintain account code structure for General Obligation Bond and capital outlay funds; prepare financial analysis and reporting for Citizen's Bond Oversight Committee; create and update spreadsheets to monitor capital project revenue and expenditures; reallocate capital outlay budgets.
4. Analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations. Analyze, verify and reconcile fiscal records and audit work performed by others to ensure the accuracy and completeness of transactions; monitor salary and benefit budgets relative to actual expenditures; identify and resolve discrepancies between financial and personnel and payroll data systems.
5. Maintain the District and Foundation chart of accounts; create, update and expire account component fields and account codes according to State regulations and District needs.
6. Assign user access and workflow roles for District financial software and provide support and troubleshooting for end users; train District staff on financial software; develop and maintain the financial transactions handbook and various user guides.
7. Develop budgets and prepare related documents for District funds; develop and establish budget calendar and instructions; create spreadsheets, project revenue and expenditures; perform audits and system rolls; collect information from departments; compile and submit Board agenda items to approve increases or decreases to the adopted budget. Prepare, maintain and audit various financial reports, tax returns, and financial surveys; prepare sales and use tax returns for the State Board of Equalization.
8. Provide technical expertise and guidance to staff regarding standards, practices, requirements, laws, regulations, policies and procedures; deliver staffing cost analysis to support fiscal decision-making by calculating salary savings on unfilled positions and salary/benefit cost projections.

### **KEY DUTIES AND RESPONSIBILITIES – Continued**

9. Communicate with faculty, staff, students and external organizations to coordinate activities and programs; provide leadership and assistance to various levels of management, faculty, staff and students to provide correct and accurate financial information and respond to and resolve sensitive and difficult inquiries and complaints.
10. Review broker statements for the Foundation, evaluate investment activity and allocate and post earnings to endowment and annuity funds. Prepare monthly financial statements for the Foundation and the Shone Farm Foundation; review and audit receipts and disbursements; identify and resolve discrepancies; reconcile contributions to Foundation records; create month-end journal entries and fiscal year-end closing transactions.
11. Prepare financial records, spreadsheets and supporting documentation for annual audit; work with external auditors to research inquiries, provide detailed narratives and resolve discrepancies
12. Develop and maintain cost recovery documents per Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CA OES) guidelines; compile and organize documentation in the event of an emergency/disaster; prepare claims for State and/or federal cost recovers; attend workshops to remain current on FEMA and CA OES cost recovery regulations.
13. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop, monitor and evaluate staffing needs.

### **KNOWLEDGE OF:**

1. Accounting theory, principles and procedures related to public entity accounting including budget preparation, administration and control. Generally accepted accounting and auditing principles, practices and procedures; general audit requirements including schedules and documentation.
2. Federal, State and local laws and regulations related to community college financial operations including related District policies and procedures.
3. Financial software systems including automated accounting, electronic spreadsheets and databases; and standard operating procedures.
4. Oral and written communication skills.
5. Interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

1. Prepare, maintain and audit comprehensive financial statements, fiscal reports and spreadsheets; and evaluate financial and budgetary data and prepare reports, forecasts and recommendations.
2. Maintain confidentiality of privileged and sensitive information.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and assigned office equipment.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Effectively train, supervise and evaluate the performance of assigned staff.
10. Demonstrate sensitivity to, and respect for, a diverse population.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Bachelor's degree in finance or related field.

*Experience:*

Increasingly responsible experience performing financial analysis, reconciliations and report preparation.