



Accounting Services Manager

Management Range: I3

Board Approved: 07/11/2019

P. 1|3

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

Under direction of the appropriate administrator, the Accounting Services Manager is responsible for all areas related to accounting and financial reporting including preparation and analysis of general ledger, bank reconciliations, financial reporting, year-end audit, commercial warrants and other check disbursements, collection of accounts receivable, and deposits of funds. The Accounting Services Manager is responsible for ensuring that work is properly allocated, completed in a timely and accurate manner, and adheres to established policies and procedures.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans, prioritizes, assigns, supervises, reviews, analyzes, advises, and approves the work of staff responsible for performing complex and highly technical financial record keeping and accounting duties for a variety of district operations and services including the preparation and maintenance of general ledger, bank reconciliations, financial reporting, year-end audit, commercial warrants and other check disbursements, collection of accounts receivable, and deposits of funds.
2. Assists in the preparation of reports for governmental jurisdiction including state and federal reports, retirement reports, use tax reports, Department of Education reports.
3. Reviews and implements changes in state and federal laws.
4. Ensures bond funds are accounted for correctly and in accordance with applicable laws and policies.
5. Establishes schedules and methods for providing technical accounting and financial record keeping services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
6. Ensure an accurate and timely reporting of all monthly, quarterly, and year-end close financial information.
7. Participates in the development of goals and objectives as well as policies and procedures to support campus fiscal and business operations; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
8. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
9. Assists in monitoring proper internal accounting controls over accounting functions
10. Provides accounting information and assistance to administrators and staff, responds to financial questions/concerns to meet district needs, coordinates communications with other departments and a variety of outside governmental offices and agencies.
11. Performs department audits; checks and reviews a variety of records, accounts, and reports for accuracy; assists with calculations; inspects for proper transactions, encumbrances, and allocation of categorical funds related to campus accounting functions.
12. Participates in month-end and year-end closing of the general ledger for year-end financial reporting.
13. Participates in annual audit with internal and external auditors; ensures audit is completed within District timelines.
14. Provides technical advice and information to administration and staff on accounting matters.



Accounting Services Manager

Management Range: I3

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P. 2|3

15. Maintains records concerning operations and programs; prepares reports on operations and activities.
16. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of accounting and financial record keeping; incorporates new developments as appropriate into programs.
17. Supports the appropriate administrator with special projects and workflow process improvements.
18. Serves as a back-up to the appropriate administrator as needed.
19. Performs other related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a technical accounting and financial record keeping program.
- Principles and practices of accounting as related to a community college district.
- Application of electronic data processing to accounting practices and reporting requirements.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping and internal control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Generally Accepted Accounting Principles (GAAP), California Community Colleges Budget and Accounting Manual (BAM)
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Supervise, organize, and review the work of assigned staff involved in performing complex and highly technical financial record keeping and accounting duties for various campus operations and services.
- Analyze and solve problems
- Understand financial reporting and general ledger structure
- Recommend and implement goals, objectives, policies and procedures for providing technical accounting and financial record keeping services.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Perform difficult and complex accounting work in the preparation, maintenance and review of all financial records, accounts and reports.
- Plan, organize and participate in financial and statistical record-keeping activities.
- Participate in the preparation and administration of assigned budgets.
- Maintain and audit fiscal records and accounts within the accounting office.
- Analyze and interpret computerized data reports related to accounting and financial record keeping.
- Plan and organize work to meet changing priorities and deadlines.



Accounting Services Manager

Management Range: I3

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P. 3|3

- Select, train, and evaluate staff.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college with major coursework preferably in accounting, business administration or related field.

Experience:

Four (4) years of increasingly responsible experience in general accounting, including two (2) years of experience in lead or supervisory experience.

Desirable Qualifications:

1. Experience working for a public agency/ educational entity.
2. Ability to obtain CPA license within a year of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office/classroom/clinical setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.