

MANAGER OF ACCOUNTING SERVICES

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M6	05/01/11	Classified Management	1 of 2

DEFINITION:

Under the direction of the Director of District Finance Services, the Manager of Accounting Services plans, organizes, directs, and supervises the work of the District Accounting Office; explains and interprets accounting procedures and processes for others; performs a variety of complex professional accounting functions; and performs other related work as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Plans, organizes, directs, and supervises the work of the District accounting office.
- Collaborates with payroll services, purchasing services, facility services, and college business management and staff to ensure seamless operations.
- Supervises the accurate recording of all receipts and non-payroll expenditures.
- Ensures that accounting records accurately reflect District expenditures and revenues.
- Oversees the input of records into the electronic financial accounting system, and the file maintenance of supporting documentation.
- Supervises the review and audit of non-payroll disbursements prior to payment.
- Oversees audits and reconciles various accounting transactions.
- Provides training to assigned departmental staff and assistance to other District employees regarding accounting procedures. When necessary, confers with other agencies regarding interpretation and application of laws, policies, and regulations.
- Reviews and evaluates employee performance to ensure efficient and effective operations to foster an environment of continuous improvement.
- Receives and attempts to resolve complaints involving accounting functions.
- Responds to information requests regarding accounting matters.
- Supervises the preparation of various financial statements, project claims, and other special reports.
- Supervises the maintenance of the general ledger.
- Designs and recommends for implementation of Districtwide accounting policies, procedures and practices to ensure District and college fiscal accountability and fiscal integrity.
- Professionally communicates by written correspondence, e-mail, and telephone with both internal and external recipients.
- Participates in the employment process for new accounting staff.
- Evaluates the work of assigned staff.
- Participates in all phases of accounting work as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Laws, rules, regulations, and procedures affecting accounting for receipts and disbursements.
- California Community Colleges Budget and Accounting Manual (BAM)
- Governmental accounting and auditing procedures, including Governmental Accounting Standards Board pronouncements impacting California community colleges
- Operation of financial accounting systems and the input and securing of information and data.
- Procedures, operations, and policies of a community college district.

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- Principles of supervision and training.

Ability to:

- Plan, organize and direct the operations of an accounting office.
- Analyze data and draw sound conclusions.
- Prepare and maintain accurate, concise and complete records and reports.
- Speak and write effectively.
- Establish and maintain cooperative working relationships.

Education and Experience:

Graduation from an accredited college or university with a BA in Accounting, Business, Public Administration or other related field.

Five years of increasingly responsible professional accounting experience

Three years of experience at a supervisory level.

Sensitivity to and understanding of diversity in the workplace and educational environment.

Desirable Qualifications:

Masters Degree in Accounting or related field or CPA preferred.

Public Education accounting experience preferred.

California community college financial experience.

Adopted: 5/01/11