



ACCOUNTING SERVICES SUPERVISOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Supervisory	77	11/14/13	Classified	1 of 2

DEFINITION:

Under the direction of a higher level manager, the Accounting Services Supervisor plans, organizes, 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:

- Plans, organizes, 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 and timely 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.
- Assists in the annual external audit of the District.
- 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.
- Assists in the maintenance of the general ledger.
- Assists in design and recommendations of District 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.
- Principles of supervision and training.



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Ability to:

- Plan, organize and supervise 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:

An earned bachelor’s degree from an accredited college or university in accounting, business, public administration or other related field or the equivalent.

Three years of increasingly responsible professional accounting experience, including at least one year at a lead or supervisory level.

Demonstrated sensitivity to and understanding of diversity in the workplace and educational environment.

Adopted: 11/13/13