



## MANAGER OF ACCOUNTING SERVICES

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M4	11/14/13	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.

**DISTINGUISHING CHARACTERISTICS:**

The primary responsibility of the Manager of Accounting Services is to lead the District accounting staff in the daily operations of the accounting department. The Manager of Accounting Services ensures, through staff, that District accounting is done in an accurate and timely manner, and that the District is legally compliant.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:**

- 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.
- 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.



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**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.

**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:**

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

Five years of increasingly responsible professional accounting experience.

Three years of experience at a supervisory level.

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

*Adopted: 5/01/11  
Revised: 10/09/13*