

PALOMAR COMMUNITY COLLEGE DISTRICT

MANAGER, FISCAL ACCOUNTING

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.

DEFINITION

To supervise the Fiscal Services Department in all aspects related to the general ledger accounting functions. Responsibilities include the maintenance of programs, grants, records and ledgers in compliance with applicable rules, regulations, policies and procedures, as well as the annual financial audit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director, Fiscal Services; supervises paraprofessional-level accounting staff and other assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Supervise the District's fiscal services including accounts receivable, general ledger accounting, reporting and auditing the use of public funds; review staff work for accuracy.
2. Ensure bond funds are accounted for correctly and in accordance with applicable laws and policies.
3. Provide technical direction and guidance of Fiscal Services staff including training, supervision and evaluation in accordance with District guidelines.
4. Assist in coordination and preparation of annual audit and respond to audit report of findings, comments and recommendations.
5. Oversee the accounting for all grant and categorical revenues and expenditures; oversee the accounting for all financial aid programs, trust accounts and Associated Student Government accounts.
6. Review and approve journal entries and journal vouchers.
7. Prepare wire transfers and appropriate journal entries for bond payments.
8. Oversee all fixed asset accounting, including construction in progress.
9. Monitor cash flow and prepare inter-fund cash transfers; ensure bank reconciliations are prepared in a timely manner.
10. Oversee the reconciliation of payroll accounts.
11. Prepare and review a variety of financial statements and reports including but not limited to CCFS 311 quarterly and annual financial report, IPEDS report, and Enrollment Fee report.

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MARGINAL FUNCTIONS STATEMENTS

1. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

1. Federal, state and local laws, regulations and policies governing accounts receivables, general ledger accounting, reporting and auditing the use of public funds.
2. Accounting, auditing and internal control principles, practices and procedures.
3. Generally accepted accounting principles.
4. Principles and practices used in community college fiscal procedures.
5. Preparation of comprehensive accounting reports.
6. Basic research methods, business letter writing and report writing techniques.
7. Budget preparation and control.
8. Modern office procedures, methods and equipment including computers and word processing, spreadsheet, and integrated relational database applications.
9. Correct English usage, including spelling, grammar and punctuation.
10. Interpersonal skills using tact, patience and courtesy.
11. Principles and practices of administration, supervision and training.
12. Modern office procedures, methods and equipment including computers and word processing, spreadsheet, and integrated relational database applications.
13. Community college organization, operations, policies and objectives.

Ability to:

1. Provide technical expertise and guidance to District administrators concerning accounting and financial matters.
2. Select, train, supervise, and evaluate staff.
3. Analyze complex financial and statistical data and prepare accounting statements, summary conclusions and recommendations in accordance with generally accepted accounting principles.
4. Read, interpret, explain and apply laws, codes, regulations and accounting principles, including District and Governing Board regulations.
5. Prepare and analyze comprehensive accounting reports.
6. Utilize accounting and auditing practices applicable to public sector accounting.
7. Analyze financial data and prepare reports, forecasts and recommendations.
8. Communicate clearly and concisely, both orally and in writing.
9. Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult situations and personalities.
10. Operate office equipment including computers and supporting accounting and auditing functions; word processing, spreadsheet, and presentation applications; and an integrated relational database.
11. Effectively respond to all situations/incidents using sound judgment and decision-making skills.
12. Analyze situations accurately and adopt effective courses of action.
13. Work independently with little direction; plan and organize work; meet schedules and timelines.
14. Prepare reports by compiling and organizing data from a variety of sources.
15. Maintain accurate and complete records.
16. Work confidentially with discretion.
17. Establish and maintain cooperative working relationships with those contacted in the course of work.

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EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Five years of increasingly responsible professional-level fiscal accounting experience, including two years of supervisory or managerial experience.

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university in accounting, business administration, or a related field.

License and/or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students and the public.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for walking, standing and sitting for extended periods of time. Must be able to travel to other District locations.

5/9/2007