



**Classification Title: Manager, Accounting**

**Department:** Fiscal Services

**FLSA Status:** Exempt

**Staff Category:** Administrative Association (Classified Administrator)

**Salary Range:** 64

**Supervision Received From:** Director, Fiscal Services

**Original Date:** 9/2012

**Supervision Given:** Supervisory, Classified, and Hourly Staff in Fiscal Services

**Last Revision:** 3/2022

***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.***

**JOB SUMMARY.**

Responsible for planning, organizing, controlling and supervising the Fiscal Services Department in areas related to the cashiering, accounts payable and general ledger accounting functions.

**DISTINGUISHING CHARACTERISTICS.**

The Manager, Accounting is distinguished from other fiscal management personnel by its management-level responsibility for general ledger accounting, accounts payable, and cashiering areas within the District.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.** Essential responsibilities and duties may include, but are not limited to, the following:

1. Maintains the financial records of the District, including the general ledger, accounts payable, accounts receivable, fixed assets, inventories and other accruals, and the general journal using generally accepted accounting principles and practices.
2. Performs full supervisory activities, subject to management concurrence and in accordance with applicable District policies, including: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
3. Directs the calculation, posting, auditing and adjustment of journal entries; coordinates and directs the monitoring, evaluation, balancing and reconciliation of various accounts, funds and budgets; assures accurate accounting of funds including income and expenditures; initiates budget and fund transfers and adjustments as appropriate; audits accounts for errors and makes appropriate adjustments.
4. Ensures bond funds are accounted for correctly and in accordance with applicable laws and policies.
5. Assists in the coordination and preparation of the annual audit and responds to audit report findings, comments, and recommendations.
6. Directs the accounting for all grant and categorical revenues and expenditures; directs the accounting for all financial aid programs, trust accounts and Associated Student Government accounts.
7. Monitors and analyzes accounting operations, systems and activities for financial effectiveness and operational efficiency; directs the planning, development and implementation of policies, procedures, systems and programs to enhance the financial effectiveness and operational efficiency of accounting operations and activities.
8. Monitors and analyzes all fixed asset accounting, including construction in progress and Proposition M projects.

9. Monitors cash flow and prepares inter-fund cash transfers; ensures bank reconciliations are prepared in a timely manner.
10. Supervises the cashiering functions for the District, including collection of fees and fines, disbursement of loan payments and monitoring and controlling the Revolving Cash Fund.
11. Supervises the accounts payable functions for the District, including voucher processing, wire processing, travel expenditures, IRS reporting and reviewing and maintaining the file of vendors.
12. Participates in fiscal year end activities, including ensuring expenditures are allocated to the appropriate accounting period; purchase orders are rolled over to the next fiscal year when appropriate; purchase orders are closed or cancelled as appropriate in coordination with the Purchasing Department; accruals and deferrals are properly recorded; ensures schedules of liabilities and prepayments at year end are prepared and source documents and analysis are provided in support of the annual fiscal audit.
13. Prepares and reviews a variety of financial statements and reports including, but not limited to, the CCFS 311 quarterly and annual financial report, IPEDS report, Enrollment Fee report, Sales and Use Tax Returns, EDD reporting and 1099-related reports.
14. Provides technical expertise and guidance to District administrators, staff, faculty and others concerning accounting and financial matters.
15. Monitors and/or develops and implements internal control policies and procedures for the protection of District assets.
16. Establishes and maintains professional and cooperative working relationships with superiors, peers, subordinates, and all others on campus.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

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

**Skill in:**

1. Supervising, training and evaluating the work of others.
2. Analyzing complex financial and statistical data and preparing accounting statements, summary conclusions and recommendations in accordance with generally accepted accounting principles.
3. Preparing for audits and interacting with auditors.
4. Reading, interpreting, explaining, and applying pertinent laws, codes, rules, regulations, policies and accounting principles, including District and Governing Board regulations and Education Code.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Developing and maintaining a department budget.
7. Providing technical expertise and guidance to District administrators concerning accounting and financial matters.
8. Preparing and analyzing comprehensive accounting reports.
9. Utilizing accounting and auditing practices applicable to public sector accounting.
10. Communicating clearly and concisely, both orally and in writing.
11. Using discretion in handling difficult situations and individuals.
12. Responding effectively to all situations/incidents using sound judgment and decision-making skills.
13. Analyzing situations accurately and adopting effective courses of action.
14. Working independently with little direction.
15. Utilizing a computer and related software applications.
16. Preparing reports by compiling and organizing data from a variety of sources.
17. Maintaining accurate and complete accounting of funds including income and expenditures.
18. Maintaining confidentiality and discretion in work.

### **Experience and Training Guidelines**

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

#### **Experience:**

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

#### **Education/Training:**

Equivalent to the completion of a Bachelor's degree in accounting, finance, or a related field.

#### **Preferred Qualifications:**

Certified Public Accountant (CPA) license, Certified Management Accountant (CMA), and/or a Master's degree.

### **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 ambulating for extended periods of time and performing required duties. Must be able to travel between education centers, satellite sites and other District locations.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.