



JOB TITLE: DIRECTOR, ACCOUNTING

Classification: Classified Administrator Retirement Type: PERS*
Salary Range: 16 Revised/Board Approved: March 15, 2021

BASIC FUNCTION:

Under the direction of the Vice President, Administrative Services, and in a multi-cultural diverse environment, plan, organize, control and direct the operations of the Accounting Department; provide District with internal accounting controls; recommend, design and implement accounting systems and procedures; provide assurance of internal controls, accurate and timely financial and accounting information; serve as a liaison with external auditors; provide for receipt, timely deposit, and protection of District monetary funds and investments; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, control and direct the operations of the Accounting Department including various functional areas such as financial recording, payroll, cashiering, accounts payable, accounts receivable (including student receivables), general ledger, financial statements, tax return reporting, and full-charge bookkeeping for various District and ancillary funds; develop accounting systems and procedures.

Supervise and evaluate the performance of assigned staff. Provide guidance and feedback to assigned staff. Determine overall staffing needs based on departmental goals and objectives. Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions as needed; plan, coordinate and arrange for appropriate training and professional development of subordinates.

Analyze cash flow of various funds and make recommendations for investments; maintain cash flow records and projects; invest excess funds for maximum rate of return; perform and supervise monthly reconciliations of various college accounts.

Maintain a program/procedure for the deposit of funds in banks and savings and loan institutions; establish new accounts and other banking arrangements for various programs to accomplish the mission of the division or group requesting assistance; resolve banking issues as needed; maintain related banking and fund records.

Audit change funds of the District; recommend additions, deletions, and changes to change funds; train personnel in appropriate cash controls and cash handling; authorize, implement and track temporary change funds for specific events.

Maintain trend analysis on income deposited to assure against theft; assist campus police division in cash security investigations; coordinate armored transport services with appropriate private company; assure transfer of funds from private banks to County Offices or the Treasurers' Office.

Direct the preparation and maintenance of a variety of financial, narrative and statistical reports, records and files related to assigned activities and personnel; assure reports are filed in a timely manner and supporting documentation is attached as needed; issue expenditure and budget reports for various funds; direct and participate in the preparation of reports filed with the State Chancellors office. Coordinate the annual audit; direct staff in the preparation of auditors' required documents; assure audit trail for District transactions; assure appropriate internal controls for expenditures and deposit of funds; follow-up on audit recommendations; assist in the final draft of the audit report.

Communicate with other administrators, personnel, and contractors regarding financial issues and/or coordinate accounting-related activities and programs. Ensure planning efforts are integrated and communicated with other campus offices, as needed. Monitor communications to ensure consistency of information.

Resolve complex problems and issues referred by administrators, faculty, and/or staff. Provide policy and regulatory interpretations as needed in the exchange of information.

Develop and prepare the annual preliminary budget for the Accounting department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. Ensure accurate and timely financial and accounting information.

Sign checks for ancillary or District funds; approve District warrants.

Participate in the coordination of financial aid programs and financial aid processing.

Maintain current knowledge on legislation, tax regulations, Education Code provisions and other matters related to assigned activities.

Attend and conduct a variety of meetings as assigned; participate on assigned committees.

Perform other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: bachelor's degree in accounting, finance, business administration or related field and five years increasingly responsible accounting experience including the preparation of financial statements, and three years of experience in a supervisory capacity.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Certified Public Accountant preferred.

Experienced in planning, organizing and directing an accounting or other financial department.

Knowledge of accounting principles and transactions.

Knowledge of banking and investments.

Knowledge of principles and practices of school governmental accounting including auditing, budgeting, and fiscal control principles and procedures.

Experienced in budget preparation and control.

Knowledge of principles and practices of administration, supervision and training. Knowledge of applicable laws, codes, regulations, policies and procedures.

Knowledge of financial and statistical record-keeping techniques.

Abilities/Skills:

Skilled in providing internal accounting controls.

Skilled in recommending, designing and implementing accounting systems and procedures.

. Ability to audit and review financial documents, statements, and reports.

Ability to work effectively and cooperatively with peers, faculty, staff, students and community members.

Ability to supervise and evaluate the performance of assigned staff.

Skilled at communicating effectively both orally and in writing.

Ability to interpret, apply, and explain rules, regulations, policies and procedures.

Ability to operate a computer and assigned office equipment.

Skilled at analyzing situations accurately and adopting an effective course of action.

Ability to meet schedules and time lines.

Ability to work independently with little direction.

Ability to plan and organize work.

Skilled at preparing comprehensive narrative and statistical reports.

Skilled at maintaining a variety of reports and files related to assigned activities.

Licenses or Other Requirements:

Valid California driver's license.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.