ACCOUNTING MANAGER

Reports to: Director, Fiscal Services

Dept:	Fiscal Services	**Range:**	37
FLSA:	Exempt	**EEO:**	Professional/Nonfaculty

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 by individual positions.

BASIC FUNCTION:

Under general direction, manages all aspects of the district's and Foundation's accounting operations, ensuring that general ledger, accounts receivable, accounts payable, banking, asset management and financial reporting functions are timely, accurate and comply with government regulations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Supervisory Responsibilities

1. Recruits, interviews and recommends hires; trains staff.

2. Oversees scheduling, manages assignments, and directs the department's daily workflow.

3. Provides constructive and timely performance evaluations.

Duties/Responsibilities

4. Exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

5. Plans, organizes, directs and controls all accounting activities for the district and Foundation; oversees all revenues and expenses and ensures proper business rules are applied with the Workday system.

6. Approves check or ACH payments to suppliers, students and employee reimbursements. Approve all transactions assigned to Accounting Manager's role to ensure internal control compliance and segregation of duties requirement including deposits,

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journal entries, payroll costing allocations and adjustments, invoice corrections/adjustments, fund transfers, and other Workday transactions as needed.

7. Evaluates, tracks and troubleshoots the Workday financial system; assists end users with issues escalated from accounting staff and achieves resolution.

8. Ensures compliance with applicable federal, state, and local accounting standards, regulations and best practices.

9. Manages and participates in preparing a variety of complex financial reports, analyzes financial data, and makes recommendations to administration based on financial position current year forecasts.

10. Reviews and reconciles financial balance sheet accounts.

11. Plans, coordinates and executes the annual year-end accounting close procedures; coordinates annual and interim audits; prepares responses to applicable audit findings.

12. Assists in developing equitable policies and procedures.

OTHER DUTIES:

1. Participates in committees, task forces and special assignments.

2. Performs related duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

1. Extensive knowledge of the principles and practices of community college accounting, including financial statement preparation, methods of financial control and reporting, applicable federal, state and local laws, regulations and accounting standards.

2. Workday software functionalities applicable to financial/accounting processes.

3. Excellent verbal and written communication skills.

4. Strong analytical and problem-solving skills.

5. Excellent organizational skills and attention to detail.

6. Strong supervisory and leadership skills.

7. Proficiency in a variety of office equipment including a computer and appropriate software.

8. Ability to act with integrity, professionalism and confidentiality.

9. Coordinate, supervise and use automated systems to maintain records, collect data and generate reports.

10. Sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

EDUCATION AND EXPERIENCE:

A bachelor's degree in accounting, finance or a related field, and at least four years of progressively responsible work experience in an accounting department; or an equivalent combination of education and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Accountants, Accounting Specialists, Accounting Technicians.

CONTACTS:

Staff, faculty, students, vendors, and state, federal and local government personnel.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.