

STATE CENTER COMMUNITY COLLEGE DISTRICT
ACCOUNTING MANAGER

DEFINITION

Under direction plans, develops, organizes, implements and manages the functions of the district accounting and financial services.

DISTINGUISHING CHARACTERISTICS

This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assigning work, motivating, training, evaluating performance, recommending grievance resolutions, hiring, transfer, suspension, lay off, recall, promotion, and termination.

EXAMPLES OF DUTIES

Performs a wide variety of duties including but not limited to: assisting in the oversight of financial and accounting matters for the district; preparing the annual budget for the district; analyzing attendance accounting reports; directing the external audit; leading the internal audit function; improving and managing the accounting functions of accounts payable, accounts receivable, payroll, general accounting, and grant and categorical program accounting; and motivating, training and building a cohesive accounting department. Performs other duties as needed.

EMPLOYMENT STANDARDS

Education: Bachelor's degree in accounting or a related area including a minimum of 20 units in accounting.

Experience: Performing professional accounting and financial duties. Supervising staff in an accounting office environment.

Knowledge, Skills, and Abilities: Knowledge of generally accepted accounting principles; generally accepted auditing standards; budgeting; financial reporting; information systems operations in relation to accounting applications; and principles of government budgeting and accounting. Ability to learn and apply principles of California Community College finance and reporting requirements, district policies and procedures and state laws and regulations; receive and follow instructions; and appropriately interact with students, staff, faculty and the public. Skill to coordinate and supervise the work of clerical and accounting staff; analyze accounting data; and prepare clear and accurate statements and recommendations.

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Approved: May 18, 1998

Revised by BOT: August 7, 2007

Revised by PC: September 11, 2007

Salary Range: 44