DEFINITION

Under direction plans, develops, organizes and manages the accounting functions of the business office.

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 assignment of work, motivating, training, evaluation of 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: planning, organizing, and managing accounting functions; auditing and analyzing general ledger accounts; maintaining accounting records for various campus funds; training employees in the maintenance of approved accounting systems; establishing, maintaining and monitoring internal cash and expenditure controls; of monies received including federal funds; coordinating the activities of the business office with related activities of other departments including information systems; developing, improving and supporting accounting services utilizing current technologies; assisting in the preparation of budgets; insuring that federal funds are disbursed and accounted for following federal regulations; and conducting internal audits of revenue generating areas. 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 including general accounting; preparation of financial statements, federal reports and claims; budget development, accounting systems analysis and design, and/or internal auditing; and supervision or lead experience.

Knowledge, Skills and Abilities: Knowledge of generally accepted accounting principles; generally accepted auditing standards; budgeting; financial reporting; and information systems operations in relation to accounting applications. Ability to learn and apply principles of California Community College finance and reporting requirements, district policies and procedures and federal, state and other applicable 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.