

ACCOUNTING MANAGER

DEFINITION

Plans, organizes, and manages complex professional and technical accounting activities of a large accounting unit; determines priorities of the unit, resolves complex accounting problems, and develops accounting procedures and systems.

TYPICAL DUTIES

Plans, schedules, and supervises complex professional and clerical accounting activities in the collection, recording, processing, consolidation, and distribution of a wide variety of financial data.

Revises, develops, and directs the preparation of periodic and special financial reports, statements, summaries, and projections.

Develops new accounting systems and procedures to meet legal requirements, provide management with required information, and improve efficiency in the recording and reporting of data; interfaces with information systems staff to maintain and update computerized systems.

Interprets and researches laws, regulations, rules, procedures, and Education Code sections related to accounting and acts as a resource to provide technical information for all campus operating units and District staff; and implements federal, state, and local guidelines for specially funded programs.

Studies proposed changes in laws, organization, procedures, policies, and accounting classifications to report on the impact, prepare recommendations, and implement changes.

Supervises the disbursement of all District funds with responsibility for payroll, accounts payable, and other obligations including maintenance of internal controls to safeguard assets.

Manages the District's investment portfolio, directs investment of surplus cash funds, and develops cash management procedures; directs the accounting and billing for federal, state, and local specially funded and state mandated programs.

Coordinates computerized accounting data base systems and determines needs of the system by working with the college's and other divisions of the District.

Controls and monitors encumbrances, accounts, balances, classification of expenditures, specially funded programs, and salary distribution; corrects and prevents problems and makes adjustments as required.

Consults with administrators and District staff on such matters as enterprise operations and cash collection and coordinates accounting activities with the colleges and other divisions of the District.

Acts as District liaison with contract auditor, contract service bureau, and federal, state, and local governmental agencies, and the financial community.

Reviews Board reports to verify accuracy of information on fiscal matters, policy, and impacts; prepares items for Board reports and responses to Trustee inquiries.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Accounting Manager** performs a combination of professional accounting and administrative duties as the manager of a major unit of professional, supervisory, and clerical accounting staff. The assigned duties require the application of advanced accounting principles and analytical skills to develop and revise procedures, records, and statements to resolve and prevent problems in accordance with policies and objectives of the District.

A **Director of Accounting** plans, organizes, coordinates, evaluates, and directs the District's general and special funds accounting, payroll, and related operations.

A **Supervising Accountant** supervises multiple accounting units comprised of assigned professional, supervisory, and clerical accounting staff and applies a thorough knowledge of principles and practices of governmental accounting in analyzing and resolving complex operating problems, and is responsible for preparing the more difficult accounting statements and reports.

SUPERVISION

General supervision is received from the Director of Accounting. General supervision is exercised over assigned professional, supervisory, and clerical accounting staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures, and theories of accounting with emphasis on governmental accounting
- Banking and investment policies, regulations, and practices
- Principles, practices, and procedures of auditing and budgeting
- Research, statistical, and forecasting methods used in accounting analysis and management
- Federal, state, and local laws, ordinances, codes, regulations, and policies affecting accounting and financial systems
- Current trends and developments in accounting and related fields
- Computer systems, software, and hardware used in the management of accounting systems
- Principles and practices of organization and management
- Principles and practices of business and public administration
- Principles of supervision and training
- Organization and management of records

Ability to:

- Plan, schedule, and coordinate a variety of accounting and related activities and meet important deadlines
- Effectively manage a large accounting unit of professional and clerical staff
- Develop methods and procedures to implement new policies or regulations or improve efficiency of operations
- Interpret and apply laws, rules, and regulations related to accounting and financial systems
- Analyze complex financial and statistical data, draw conclusions, and make recommendations
- Develop and implement comprehensive accounting systems and procedures
- Prepare clear concise instructions, reports, and accounting statements
- Express effectively complex concepts orally and in writing
- Provide leadership and technical assistance to others
- Train others in specialized accounting practices and procedures
- Evaluate work methods and performance
- Establish and maintain effective and cooperative working relationships with District administration, staff and representatives of government agencies and various private organizations
- Effectively utilize computer equipment, software, and management information systems in the performance of duties
- Learn specialized software applications used in accounting systems

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university with a major in accounting, business administration, economics, finance, public administration, or a closely related field, including or supplemented by at least 24 semester units of accounting; **OR** a valid license to practice as a Certified Public Accountant in California.

Experience:

Four years of full-time paid professional accounting experience. Two years of the required experience must have been in a supervisory position. Experience in governmental accounting is desirable.

Special:

A valid Class "C" California driver's license must be obtained within 60 days of appointment.
Access to an automobile.