

COLLEGE FINANCIAL ADMINISTRATOR

DEFINITION

Plans, organizes, and coordinates a college's fiscal activities which involves the areas of accounting and financial reporting.

TYPICAL DUTIES

Acts as custodian of and is responsible for the accounting of all funds generated at a college or allocated to a college.

Directs all accounting functions of a college bookstore and other auxiliary operation units.

Controls and accounts for associated student financial operations and maximizes the utilization and investment of funds; guides student officers in their responsibilities serving in an advisory capacity.

Determines availability of funds prior to approving expenditures utilizing the encumbrance procedure, accounts for departmental budgets, accumulates and reports basic payroll data, supervises the input of data to the budget and accounting system, and analyzes and reconciles data base information.

Directs and supervises the operations of a college's business office staffed with professional, supervisory, technical accounting, and clerical staff; may supervise a payroll timekeeping and reporting unit, personnel unit, purchasing unit, and fiscal aspects of farm functions.

Plans, organizes, and supervises a college's accounts payable and accounts receivable functions.

Assists in the implementation of new or revised computerized systems that affect the assigned areas of responsibilities.

Develops and/or directs the preparation of periodic and special fiscal reports, statements, summaries, and projections.

Utilizes integrated financial and accounting management information systems in the review and processing of accounting and financial data.

Recommends changes within the assigned organizational units and to procedures in order to ensure cost effective and timely accomplishment of goals and objectives.

Provides technical advice to college staff, managers, and administrators on areas such as accounting, budget maintenance, personnel and payroll, and purchasing.

Accounts for all class related departmental funds such as purchases for production accounts, student material fees, sales of services to the public, and admission sales for theatrical or athletic events.

Acts in a fiduciary capacity for scholarship grants of the United States government, the State of California, and trust funds of associations, companies, and individuals.

Acts in the capacity of an agent for the Los Angeles Community College District and the State of California for the purpose of collecting, accounting, securing, and transmitting fees paid by students and others; collects and disburses District funds from non-tax sources.

Responsible for college revolving fund and disburses funds incidental to sundry purchases within the framework of District policy.

Receives, secures, and accounts for funds deposited by employee organizations and special projects approved by the District.

TYPICAL DUTIES (Cont.)

Directs and/or assists in the preparation, implementation, monitoring, analysis, and control of the annual budget, as assigned.

May oversee the inventory management of a college.

May oversee the receiving function of a college.

May supervise bookstore operations

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **College Financial Administrator** supervises and performs professional-level accounting and related fiscal activities at a college. The assigned organizational units include the business office, bookstore, and Associated Student Organization's financial operations as well as additional areas such as a payroll timekeeping and reporting unit, personnel unit, purchasing unit, and fiscal aspects of the farm functions, and other functions.

A **Supervising Accountant** supervises assigned professional, supervisory, and clerical employees 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 a classified administrator. Technical supervision is received from a District finance administrator or his/her designee. General supervision is exercised over professional, supervisory, technical accounting, and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles, practices, procedures, and theories of accounting with emphasis on governmental accounting

Accounting and fund accounting techniques

Budget, disbursement, auditing methods, and financial analysis

Accounting systems and fiscal management

Office practices, procedures, and management techniques

Operating units of a college

Federal, state, and local laws, ordinances, codes, regulations, and policies affecting accounting and financial systems

Purchasing methods related to college related functions

Finance and investments policies, regulations, and practices

Current trends and developments in accounting and financial related fields

Organization, functions, and inter-relationships of operating units of the District

Principles of supervision and training

Organization and management of records

Capabilities of computer applications, systems, and hardware used in fiscal management

Ability to:

- Plan, schedule, and coordinate a variety of accounting and financial related activities of a college
- Develop controlling methods for college service functions and plan and coordinate auditing operations
- Plan, organize, schedule, and direct the work of assigned staff
- Review records and analyze and interpret accounting data, draw conclusions, and make recommendations
- Apply and interpret pertinent laws, rules, regulations, and policies related to accounting and financial systems
- Provide leadership and technical assistance to others
- Communicate effectively both orally and in writing
- Effectively utilize computer equipment, software, and management information systems in the performance of duties
- Prepare clear and concise reports and accounting and financial statements
- Train others in accounting and financial practices and procedures
- Organize work to meet critical deadlines
- Evaluate work methods and performance
- Establish and maintain effective relationships with the public, vendors, and District staff
- Learn specialized software applications used in accounting and financial systems

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university with a major in accounting, business administration, economics, finance, or a related field; **OR** a valid license to practice as a Certified Public Accounting in California.

Experience:

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

Special:

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