

DIRECTOR OF ACCOUNTING

DEFINITION

Plans, organizes, coordinates, evaluates, and directs the District's general and special funds accounting, payroll, and related operations.

TYPICAL DUTIES

- Directs the District's general and special funds accounting, payroll, and student financial aid management functions.
- Directs the collection, recording, processing, consolidation, and distribution of a wide variety of accounting and payroll data.
- Directs the classification of documents, preparation of entries to the general books and ledgers, and preparation of accounting statements and special reports.
- Directs the pre-audit of payroll transactions requiring the verification of accuracy and completeness of personnel assignment authorizations, time reports, salary schedules, and payroll deductions.
- Directs the analysis of accounting and payroll reports to measure performance and identify deficiencies which may affect the ability of the District to meet financial and operational performance standards and goals.
- Directs and participates in the development and revisions of policies, procedures, practices, and guidelines pertinent to the administration of the District's accounting, payroll, and related functions.
- Provides technical advice and guidance to District administrators on complex accounting, payroll, and related matters.
- Advises the Chief Financial Officer/Treasurer and District management staff through oral and written reports of objectives, critical problems, achievements, improvement recommendations, and on requirements and restrictions of laws, rules, and policies affecting the District's accounting, payroll, and related operations.
- Provides administrative direction to student financial aid programs at the colleges and directs the operations of the central financial aid unit.
- Approves or disapproves the disbursement of the District funds in accordance with applicable laws, rules, and policies.
- Coordinates the work of assigned units with the colleges and other divisions.
- Analyzes state legislative and administrative decisions, regulations, and policies to determine their impact on the accounting, payroll, and related operations of the District and makes recommendations on how to implement new requirements.
- Directs the design, implementation, and maintenance of accounting and payroll systems to meet legal requirements, provide management with required information, and improve efficiency in the recording and reporting of data.
- Represents the District before state and local agencies on matters related to District accounting, payroll, and related functions.
- Directs and prepares correspondence, reports, and presentations regarding accounting, payroll, and related activities.

TYPICAL DUTIES (Cont.)

Directs the selection, training, and supervision of unit staff to ensure proficient performance and a productive environment.

May act on behalf of the Chief Financial Officer/Treasurer on designated matters.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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

A **Chief Financial Officer/Treasurer** is the executive head over all financial operations of the District and its colleges which include treasury, general and special funds accounting, budget, payroll, tax, audit, and related activities. The Incumbent in this class is also responsible for directing the establishment of financial and accounting system controls and standards and ensuring timely financial and statistical information for management and/or Board use.

An **Assistant Director of Disbursements** assists the Director of Accounting in administering the payroll, accounts payable, and retirement operations of the District.

SUPERVISION

General direction is received from the Chief Financial Officer/Treasurer. General supervision is exercised over management, professional, technical, and clerical staff assigned to the unit.

CLASS QUALIFICATIONS

Knowledge of:

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

Principles, practices, and procedures of auditing

Banking and investment policies, regulations, and practices

Research, statistical, and forecasting methods used in accounting analysis and management

Federal, state, and local laws, ordinances, codes, and regulations affecting the accounting operations of the District

Federal, state, and local laws relative to wages, salaries, fringe benefits, deductions, and the disbursement of funds

Computer systems, software, and hardware used in the management of accounting systems

Principles and practices of organization and management

State Legislative processes and procedures

Principles and practices of business and public administration

Principles of supervision and training

Ability to:

- Plan, direct, and coordinate the District's general and special funds accounting, payroll, and related activities
- Design and manage effective control, information, and documentation systems
- Interpret and apply laws, rules, regulations, and policies pertinent to accounting, payroll, and related activities
- Anticipate conditions, plan ahead, establish priorities, and meet schedules
- Act independently and promptly to situations and events
- Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations
- Prepare effective written and oral communications, reports, and presentations
- Effectively communicate highly technical information concisely and in understandable terms
- Provide leadership and technical assistance to others
- Motivate, direct, train, and develop others
- Stimulate teamwork and promote cohesiveness to achieve unit and District goals
- Establish and maintain effective and cooperative working relationships with District administration, staff and representatives of government agencies and various private organizations
- Learn specialized software applications used in accounting systems

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university preferably with a major in accounting, business administration, economics, finance, public administration, or a closely related field; **OR** a valid license to practice as a Certified Public Accountant in California. An advanced degree in one of the aforementioned majors is desirable.

Experience:

Five years of full-time paid professional-level accounting experience. Two years of the required experience must have been in a recent administrative or supervisory position over a large accounting or payroll operation. Experience in governmental accounting or payroll is desirable.

Special:

A valid Class "C" California driver's license must be obtained within 60 days of appointment.
Access to an automobile.
Must meet the requirements for bonding.