



## **JOB TITLE: DIRECTOR, ACCOUNTING**

Classification: Classified Administrator      Retirement Type: PERS\*  
Salary Range: 8      Revised/Board Approved: February, 1999

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### **BASIC FUNCTION:**

Under the direction of the Business Manager and in a multi-cultural diverse environment, plan, organize, control and direct the operations of the Accounting Department; provide District with internal accounting controls; recommend, design and implement accounting systems and procedures; provide assurance of internal control, accurate and timely financial and accounting information; provide for receipt, timely deposit and protection of District monetary funds and investments; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

Plan, organize, control and direct the operations of the Accounting Department including various functional areas such as financial recording, payroll, accounts payable, accounts receivable, general ledger, financial statements, tax return reporting, and full-charge bookkeeping for various District and ancillary funds; develop accounting systems and procedures.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Analyze cash flow of various funds and make recommendations for investments; maintain cash flow records and projects; invest excess funds for maximum rate of return;

Maintain a program/procedure for the deposit of funds in banks and savings and loan institutions; establish new accounts and other banking arrangements for various programs to accomplish the mission of the division or group requesting assistance; resolve banking issues as needed; maintain related banking and fund records.

Audit change funds of the District; recommend additions, deletions, and changes to change funds; train personnel in appropriate cash controls and cash handling; authorize, implement and track temporary change funds for specific events.

Maintain trend analysis on income deposited to assure against theft; assist campus police division in cash security investigations; coordinate armored transport services with appropriate private company; assure transfer of funds from private banks to County Offices or the Treasurers' Office.

Direct the preparation and maintenance of a variety of financial, narrative and statistical reports, records and files related to assigned activities and personnel; assure reports are filed in a timely manner and supporting documentation is attached as needed; issue expenditure and budget reports for various funds; direct and participate in the preparation of reports filed with the State Chancellors office.

Coordinate the annual audit; direct staff in the preparation of auditors' required documents; assure audit trail for District transactions; assure appropriate internal controls for expenditures and deposit of funds; follow-up on audit recommendations; assist in the final draft of the audit report.

Communicate with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Accounting department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and enter various data into appropriate systems; operate other office equipment as assigned.

Sign checks for ancillary or District funds; approve District warrants.

Participate in the coordination of financial aid programs and financial aid processing.

Maintain current knowledge on legislation, tax regulations, Education Code provisions and other matters related to assigned activities.

Attend and conduct a variety of meetings as assigned; participate on assigned committees.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Any combination equivalent to: bachelor's degree in accounting, finance, business administration or related field and five years increasingly responsible accounting experience including the preparation of financial statements, and three years of experience in a supervisory capacity.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Planning, organization and direction of the Accounting department.

Accounting principles and transactions.

Banking and investment knowledge.

Principles and practices of school governmental accounting including auditing, budgeting, and fiscal control principles and procedures.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Financial and statistical record-keeping techniques.

#### Abilities/Skills:

Plan, organize and administer the Accounting department operations.

Provide District with internal accounting controls.

Recommend, design and implement accounting systems and procedures.

Provide assurance of internal control, accurate and timely financial and accounting information.

Provide for receipt, timely deposit and protection of District monetary funds and investments.

Audit and review financial documents, statements and reports.

Work effectively and cooperatively with peers, faculty, staff, student and community members

Supervise and evaluate the performance of assigned staff.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.

Licenses or Other Requirements:

Valid California driver's license.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.