Accounting Supervisor

BASIC FUNCTION:

Under the direction of the Controller, perform a variety of high-level professional accounting tasks in the analysis, maintenance, and auditing of accounts affecting District-wide operations. Analyze and prepare financial statements and special reports of revenues and expenditures. Supervise, hire, train, and provide work direction to assigned accounting staff. Communicate results of financial analysis to management and outside parties, and make recommendations for appropriate action; identify problems and implement solutions; design and give direction to data services to improve the performance of the computerized financial records system.

REPRESENTATIVE DUTIES:

1. Prepare and examine expenditure reports, financial statements, budget variances, and reports of historical trends for program directors, management, and granting agencies.
2. Plan, coordinate, implement, and evaluate complex accounting projects; perform special analytical tasks as assigned.
3. Supervise and evaluate the performance of assigned accounting staff; interview and participate in selecting employees; counsel, discipline and terminate personnel according to established policies and procedures.
4. Provide technical expertise, advice and direction to other departmental accountants and personnel; serve as a liaison and support to campus accounting operations.
5. Participate in developing budgets for assigned accounts; organize and maintain general ledgers; oversee the maintenance of subsidiary ledgers.
6. Prepare year-end accruals and assure an accurate and successful annual audit.
7. Interpret federal, State, and local regulations and guidelines, and assure compliance with requirements; update and revise procedures as necessary.
8. Communicate with various school personnel and outside agencies to provide high-level financial analysis, ad hoc financial reports, and recommendations.
9. Research, prepare, and submit State and federal reports.
10. Evaluate the computerized accounting system, identify problems, and work with programmers to design and implement solutions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Generally accepted accounting and auditing principles, practices, and procedures.
2. Financial analysis and research procedures.
3. District organization, operations, policies, and objectives.
4. State Education Code, State Budget and Accounting policies, and other applicable laws.
5. Operation of a computer and related software
6. Modern office practices, procedures, and equipment.
7. Oral and written communication skills.
8. Technical aspects of field of specialty.

ABILITY TO:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty, and staff.
2. Perform high-level professional accounting work in the analysis, maintenance, and auditing of accounts affecting District-wide operations.
4. Assure compliance with applicable District policies, procedures, and governmental regulations.
5. Reconcile, balance, and audit records and accounts.
6. Present solutions to management level with confidence and effectiveness.
7. Supervise, train, and evaluate personnel.
8. Oversee, review, and critique the work of other accountants.
9. Interpret, apply, and explain rules, regulations, policies, and procedures.
10. Operate a computer and related office equipment.
11. Establish and maintain cooperative and effective working relationships with others.
12. Analyze situations accurately, exercise sound judgment, and work independently to adopt an effective course of action.
14. Meet schedules and time lines.
15. Communicate effectively both orally, and in writing.
16. Work independently, with little direction.
EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Bachelor's degree in accounting, or related field, and five years increasingly responsible professional accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Sitting for extended periods of time.
4. Seeing to read various materials.

DATE APPROVED: May 2, 2006
RANGE: 5-65
EEO-CATEGORY: H-30