Assistant Controller

BASIC FUNCTION:

Under the direction of an assigned supervisor, supervises all district payroll functions including payroll preparation, payroll reconciliation, taxes, and accounting reporting, calculating miscellaneous deductions, and auditing benefits. Establishes and interfaces with external agencies including auditors, legal attorneys, state retirement agencies, County of Education employees, IRS representatives, as well as vendors supplying services and equipment; and ensures that the payroll staff are functioning as assigned and that the payroll is processed in an accurate manner.

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 by the Controller.

3. Provide technical expertise, advice, and direction to other departmental accountants and personnel; serve as a liaison and support to campus accounting operations.

4. Participate in developing budgets for assigned accounts; organize and maintain general ledgers; oversee the maintenance of subsidiary ledgers.

5. Prepare year-end accruals and assure an accurate and successful annual audit.

6. Interpret federal, state, and local regulations and guidelines, and assure compliance with requirements; update and revise procedures as necessary.

7. Communicate with various school personnel and outside agencies to provide high-level financial analysis and ad hoc financial reports and recommendations.

8. Research, prepare and submit state and federal reports.

9. Evaluate computerized accounting system, identify problems, and work with programmers to design and implement solutions.

10. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; counsel, discipline and terminate personnel according to established policies and procedures.

11. Perform related duties as assigned.

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. Train, supervise 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 working independently, 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: Bachelor's degree in accounting, or related field, and five years increasingly responsible professional accounting.

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 and related equipment.
3. Sitting for extended periods of time.
4. Seeing to read various materials.

DATE APPROVED:
RANGE: 5-65
EEO-CATEGORY: H-30