

■ **APPLICATION DEADLINE:**

All application materials must be received on-line at www.swccd.edu. Position open until filled. Applications received by the first screening deadline of 11:59 p.m. on Friday, October 30, 2009 are guaranteed to be reviewed by the selection committee. Any application received after the deadline is not guaranteed a review.

FAXED MATERIALS ARE NOT ACCEPTED.

■ **APPLICATION PROCEDURES:**

Submit the following application materials on-line:

- 1) Letter of application (cover letter)
- 2) On-line application
- 3) Resume
- 4) Two letters of recommendation dated within the past year
- 5) Supplemental questionnaire
- 6) Unofficial copies of college transcripts with date degree conferred

It is the sole responsibility of the applicant to ensure that all application materials are received by the deadline date. A separate, complete application packet is required for each position for which you are applying for.

All materials included in your application packet become District property, will not be returned, will not be copied, and will be considered for this opening only.

INTERVIEW TRAVEL COSTS MUST BE BORNE BY THE APPLICANT.

As an Equal Opportunity Employer and in compliance with the Americans with Disabilities Act, Southwestern Community College District will make reasonable accommodations for individuals with disabilities.

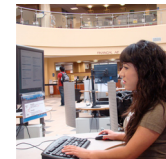
900 Otay Lakes Road
 Chula Vista, CA 91910-7299
 SOUTHWESTERN COLLEGE



Southwestern Community College District invites applications for the position of

Accounting Supervisor

Southwestern College
 900 Otay Lakes Road
 Chula Vista, CA 91910
www.swccd.edu



■ **POSITION:**

Accounting Supervisor
Fiscal Services

12 MONTHS, CLASSIFIED ADMINISTRATOR
POSITION

■ **RESPONSIBILITIES:**

Under the general direction of the Director of Finance, supervise and coordinate the day-to-day operations of a variety of designated accounting functions within the District's fiscal affairs programs and operations including accounts payable, accounts receivable, journal entries, and preparation of financial statements; coordinate assigned activities with other departments and outside agencies; supervise, assign, review, and participate in the work of assigned classified staff; and perform a variety of complex accounting analysis and reporting.

■ **REPRESENTATIVE DUTIES:**

Coordinate the organization, staffing and operational activities for various accounting functions including accounts payable, accounts receivable, journal entries, and preparation of financial statements; supervise the maintenance of financial, accounting, and statistical files and records; direct the preparation of financial statements, reports, and claims; prepare interim and annual reports to the Chancellor's Office regarding overall District financial condition and specialized areas as requested; direct the closing of the fiscal year; assist with the coordination and gathering of data and perform highly technical functions supporting yearly budget development and administration of the District General Fund Unrestricted and Restricted Budgets; assist with the

compilation of financial projections and budget data for the tentative and adopted budget for Board approval; prepare budget documents for dissemination; evaluate year-end encumbrances to determine carry over balances and prepare ending balances projection and analysis for General Fund/Unrestricted and special funded projects; establish and assure appropriate internal controls and establish sound fiscal accountability; plan and coordinate the annual contracted audit of fiscal operations and activities; provide accounting records for the annual audit of the District and for special audits conducted by various funding agencies and federal and state taxing authorities; confer with auditors and implement their recommendations; provide technical leadership, guidance and analytical support to District wide staff, including deans, directors, project coordinators and vice presidents regarding appropriate accounting methods, budget development and other budget-related issues for General Fund Unrestricted and Restricted Programs; resolve accounting discrepancies or procedural problems and respond to program procedural and/or delivery questions, ensuring necessary follow-up occurs; control program records for operation and budget accountability; confer with and advise staff and program participants by providing advice, problem solving assistance, answers to questions and interpretation of program goals and policy; review Board action items for financial impact and compliance with legal requirements; review, interpret and assist with the implementation of federal and state laws and District procedures, rules and regulations involving various projects, contracts, grants and financial reporting; prepare and/or review entries to general ledger including year end closing and adjusting entries for specially funded projects; perform related duties and responsibilities as required.

■ **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in accounting, finance, or related field and five years of increasingly responsible professional-level accounting experience in a community college or related District-level school setting including two years of supervisory or administrative experience.

■ **SALARY:**

Range 26, Steps 1-9, \$5,853.00-\$8,324.00. An excellent benefits package which includes medical, vision, dental, retirement, vacation, generous sick leave package, and life insurance is available for the employee and eligible dependents. This position is a classified exempt position in accordance with the Fair Labor Standards Act and California Education Code Section 88020. The employee holding this position is not eligible for overtime compensation.

■ **WORKING DAYS & HOURS:**

Monday-Friday: 8:00 a.m.-5:00 p.m.
(Approximately)

■ **STARTING DATE:**

As soon as the successful candidate is identified and following the subsequent governing board approval.

