

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

TITLE: MANAGER, ACCOUNTING

RANGE: 32

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under general direction, manages and coordinates the day-to-day operations of a variety of designated accounting and finance functions within the District's financial services programs and operations including routine recording of fiscal activities, budget development, state reporting and compliance, chart of accounts, financial aid, year-end closing processes, banking, auditing, 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 through an equity lens; and perform a variety of complex accounting analysis and reporting.

SUPERVISION

Receives general direction from the Director of Financial Services. Exercises direct supervision over professional, technical, and administrative support staff.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, and activities of assigned accounting and finance operations. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to districtwide financial program activities. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, manages, and oversees the staffing and operational activities for various accounting functions including accounts payable, accounts receivable, journal entries, state reporting and compliance, chart of accounts, financial aid, year-end closing processes, banking, and financial statements; ensures the maintenance of financial, accounting, and statistical files and records. **E**

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2. Participates in the development and implementation of goals, objectives, policies, and priorities for the section; recommends within policy, appropriate service, and staffing levels; recommends and administers policies and procedures. **E**
3. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned teams, identify opportunities for improving service delivery methods and procedures with particular attention toward creating and sustaining equitable outcomes; identifies resource needs; recommends and oversees the implementation of improvements. **E**
4. Identifies, selects, and evaluates vendors and service providers including merchant processors, banking partners, and suppliers; administers service contracts and monitors service provider work for compliance with contract terms and achievement of performance targets; resolves issues and discrepancies.
5. Directs, coordinates, and reviews the work plan for assigned accounting and finance services and programs; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems. **E**
6. Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures. **E**
7. Contributes to a positive working environment by modeling leadership, valuing teamwork, and cultivating a working environment where all cultures are respected and valued.
8. Directs the preparation of financial statements, reports, and claims; prepares a variety of reports including interim and annual reports on the District's financial condition and specialized areas as requested; directs and oversees fiscal year-end closing activities. **E**
9. Participates in 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; compiles financial projections and budget data for the tentative and adopted budget for Board approval; prepares budget documents for dissemination; evaluates year-end encumbrances to determine carry-over balances and prepare ending balances projection and analysis. **E**
10. Establishes and maintains appropriate internal controls for sound fiscal accountability; plans and coordinates the annual audit of fiscal operations and activities; provides accounting records for the annual District audit and for other special audits; confers with auditors and implements recommendations. **E**
11. Prepares, audits, and reviews entries to the general ledger including year-end closing, and adjusts entries for specially funded projects. **E**
12. Resolves complex accounting discrepancies or procedural problems and responds to program procedural and/or delivery questions; maintains program records for operation and budget accountability; confers with and advises staff and program participants by providing advice, problem solving assistance, answers to questions and interpretation of program goals and policy. **E**
13. Reviews Board action items for financial impact and compliance with legal requirements; reviews and analyzes new and changing legislation and regulations that impact the District's legal budget and reporting requirements; assists with the development and implementation of procedures to ensure compliance. **E**

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14. Provides technical leadership, guidance, and analytical support to districtwide 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. ***E***
15. Participates in the design, development, implementation, and testing of new and revised computer applications and systems impacting District financial operations. ***E***
16. Coordinates assigned accounting and finance programs with those of other departments and outside agencies and organizations. ***E***
17. Attends and participates in professional group and district meetings; maintains awareness of new trends and innovations in the field of accounting and finance; incorporates new developments as appropriate into programs; attends trainings and meetings for specially funded programs as required. ***E***
18. Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Administrative principles and practices, including goal setting, program development, and continuous improvement methods.
- Principles and practices of employee supervision, work planning, assignments, review, and evaluation, and the training of staff in work methods and procedures
- Operational characteristics, services, and activities of accounting and financial program management including accounting, budgeting, auditing, and internal control principles, practices, and procedures.
- Principles, practices, and terminology used in higher education fiscal procedures.
- Principles and practices used in the preparation of financial statements and comprehensive accounting reports.
- Principles and practices of budgeting and financial control methods and techniques of analysis and investigation.
- Federal, state, and local laws, codes and regulations pertaining to higher education accounting and financial reporting.
- Principles and practices of administrative research and report preparation.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, gender identity, and sexual orientation.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide professional, ethical, inclusive leadership for the assigned area while demonstrating a commitment to contributing to an inclusive working and learning environment.
- Develop and implement goals, objectives, policies, and procedures for providing accounting services and activities.

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- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations relating to higher education fiscal operations.
- Participate in the preparation and administration of assigned budgets; delegate, plan and organize work to meet changing priorities and deadlines.
- Provide technical expertise and guidance to District personnel concerning budget, accounting, and financial matters.
- Analyze complex financial and statistical data and prepare accounting statements, reports, forecasts, summary conclusions, and recommendations in accordance with generally accepted accounting principles.
- Utilize accounting and auditing practices and terminology applicable to public sector accounting.
- Work under pressure; handle significant problems and tasks that arise simultaneously and/or unexpectedly.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Perform mathematical computations and other accounting functions with speed and accuracy.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination equivalent to: A bachelor's degree in accounting, finance, business management, or related field; **AND** five (5) years of increasingly responsible financial accounting experience, **INCLUDING** two (2) years at a lead or supervisory level; or an equivalent combination of training and experience.

LICENSE AND OTHER REQUIREMENTS

None

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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Environment: Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental or District policies and procedures.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate a motor vehicle and visit various District sites; to stoop, bend, kneel, crouch, reach overhead, above shoulders or horizontally, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and dexterity of hands and fingers and fine coordination including use of a computer keyboard and audio visual equipment; and hearing and speaking to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction and to read printed materials and view a computer screen.

Hearing: Hear in the normal audio range with or without correction.

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Koff & Associates