

Position: Accounting Manager	Position Number:
Department: Administrative Services	FLSA: Exempt
Reports to: Controller	Salary Grade: 127

### **Summary**

Under the general direction of the Controller the incumbent is responsible for providing professional accounting support and expertise in maintaining financial records and internal controls. This includes examining financial documents; reconciling reports and financial data; preparing journal entries; resolving problems; following up with appropriate units; and preparing financial reports and statements, in accordance with generally accepted accounting principles (GAAP), Ed. Code and the Chancellor's Office Budget and Accounting Manual. The incumbent coordinates the district wide accounting activities. The incumbent is responsible for the coordination, development, and on-going monitoring and reporting for the district wide annual budget.

### **Essential Duties and Responsibilities**

- Plans, organizes, and performs all aspects of accounting operations for the District Foundation providing internal control support in compliance with GAAP established by FASB. Performs monthly Foundation account reconciliations, cash flow analysis, and annual audit schedules. Provides quarterly financial statements. Coordinates and prepares draft annual foundation budget.
- Coordinates development, facilitation, and preparation of the annual preliminary general fund budget for the District. Develops, implements and maintains the online budget system. Coordinates the division/department budget development processes. Provides budgetary procedure and process training and technical support to District administrative staff.
- Supervises staff and oversees processes and procedures for accounts payable, accounts receivable and cashiering functions.
- Maintains position inventory records. Prepares necessary financial modeling for budget projections of salary and benefit increases and faculty step/COLA for college permanent employees. Maintains accurate cost center authorizations. Reviews and approves all accounting entries and bank reconciliations.
- Performs monthly cost center monitoring of current fiscal year budget performance. Coordinates with cost center managers and divisional officers to maintain balanced cost center budgets.

- Plans, organizes, and performs the accounting and budgeting for capital projects providing internal control support. Provides monthly accounting reconciliations. Prepares appropriate billing and capital funding requests to the State, tracks funding status and maintains general ledger entries. Prepares related audit schedules.
- Prepares fiscal monthly, quarterly and year-end closing reconciliations and adjustments, maintain fixed asset records and prepare annual audit schedules.
- Responsible for accurate and proper accounting and reporting for all state/federal grants including the development and maintenance of databases to ensure grant reporting and matching requirements are met.
- Plans, coordinates, and conducts periodic internal audits of all restricted grant funds according to grant documents.
- Responsible for the timely collection of accounts receivable from grants. Responsible for invoice preparation or electronic draw downs in accordance with the grant requirement.
- Performs various financial analysis and statistical reports and monthly and quarterly financial statements as directed by the Controller.
- Assures compliance with appropriate FASB and or GASB standards, OMB Circulars relating to federal grants and a variety of State and federal regulations, laws and reporting requirements.
- Performs other duties as assigned by the Controller that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

The position requires knowledge of the theory, principles, practices, and procedures of accounting, auditing and finance; principles and procedures used in budget preparation, administration and control; principles of financial analysis and research procedures; fundamentals of higher education finance. Requires knowledge and skills with both FASB and GASB. Requires experience with audit process. Requires knowledge of the laws and regulations applying to finance in higher education or government fund accounting. Requires highly-developed interpersonal and communication skills to provide training, and to convey technical concepts.

- **Abilities**

Requires the ability to perform all responsibilities of the position. Requires the ability to prepare complex analyses of systems and write reports that adequately

communicate problems and solutions. Must be able to analyze financial problems, prepare reports and develop records and procedures. Must be able to gather and analyze data and develop conclusions and recommendations. Requires the ability to plan, organize and prioritize complex and technical work processes in order to meet well-defined schedules and timelines. Requires ability to make sound decisions and recommendations regarding accounting activities; and establish and maintain effective working relationships with other members of the college. Must possess strong interpersonal and communication skills. Requires the ability to communicate technical information and to interact with administrators, staff, outside auditors, and agency representatives. Requires proficiency in Microsoft office including Excel, Outlook, and Access as well as experience with integrated database financial systems.

- **Physical Abilities**

Requires ambulatory ability to relocate to various offices and sites, to retrieve work materials, and to use a personal computer keyboard and 10-key pad at an acceptable rate. Requires sufficient visual acuity to recognize words and numbers; speech and auditory abilities to carry on conversations in large audience, personal, and phone conversations.

- **Education and Experience**

Requires a Bachelor's degree in accounting from an accredited college or university. Requires a minimum of 5 years of experience in general ledger accounting. Experience in governmental accounting is desirable.

- **Licenses and Certificates**