

Position: Manager, Accounting

### **Summary**

Plans, supervises, assesses and evaluates the duties of accounting operations to insure accurate and timely processing and payment of invoices, issuance of bills, statements, and cash receipts for accounts receivable, full cycle accounting for student body accounts, and maintenance of general ledger accounts, including journal entries and account reconciliation and analysis. The position also provides complex administrative support to the Director, Fiscal Services.

### **Distinguishing Career Features**

The Manager, Accounting reports to the Director, Fiscal Services and is responsible for the efficient and effective operations of the accounting operations function. This position requires a demonstrated ability to maintain current accounting operations, up-to-date general ledger, and apply, interpret, and implement approved accounting controls.

### **Essential Duties and Responsibilities**

- Plans, organizes, and supervises the work of accounting office staff including receipt and disbursement of funds, financial performance statements including general ledger, and other fiscal activities.
- Establishes standards and work assignments, assigns staff to specific accounting areas to balance workload and optimize use of available skills. Coordinates schedules and approves absences.
- Leads, supervises, trains and evaluates assigned personnel. Certifies payroll for assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.
- Provides leadership in the new and emerging technologies in support of fiscal services.
- Applies, interprets, and implements accounting controls governing financial transactions and activity. Ensures separation of activities, access to and accounting of transactions, and proper levels of documentation.
- Audits and approves accounts payable transactions and documents entered and prepared by accounting technicians to assure accuracy, completeness and compliance with contracts and district policies and procedures. Verifies and approves warrants.
- Maintains the general ledger by uploading, consolidating, and incorporating transactions interfaced from admissions and records, and financial aid. Reviews expenses, stale dated checks, and due to-and-from accounts, and year-end accruals. Reconciles and analyzes accounts and prepares journal entries.

- Participates in year-end closing of the general ledger for year-end financial reporting. Assists with the coordination of annual audit report with independent auditors. Coordinates documents, answers questions, and prepares requested reports for the annual audit.
- Oversees revolving petty cash funds and issuance of checks. Verifies that requests are valid, and contain appropriate approvals and signatures. Reconciles and reimburses petty cash by charging accounts and making deposits.
- Oversees change fund quarterly with departments.
- Reviews retention policy of financial documents for storage or destruction.
- Works with bank and online portal providing administrative support to ensure proper deposit and payment status of accounts.
- Oversees financial aid disbursements, transferring data to oversight agencies, production of reports, and compliance with federal requirements.
- Prepares a variety of reports for management, county, state, and federal agencies. Ensures compliance with accounting and legal requirements. Prepares and distributes sales tax and 1099 forms and reports.
- Reviews financial record-keeping procedures, techniques and methods. Recommends and implements new or improved procedures and techniques, assuring efficiency and compliance with Board policies, administrative procedures, and applicable government regulations. Trains staff to perform transactions according to requirements.
- Conducts financial and procedural analysis of revenue, enrollment, financial aid, and related data. Prepares reports for the County Office of Education.
- Assists with internal and external audits, including State and Federal, by providing information and documentation for accounting transactions and petty cash, financial aid, and student body accounts. Inputs correcting journal entries recommended by auditors.
- Serves as a technical resource for the financial accounting software applications. Assists the Director, Fiscal Services with special projects and analyses. Assembles data by developing queries of the college's integrated data management systems, constructing spreadsheets, and compiling information to common formats.
- Maintains up-to-date accounting systems policies and procedures, including those for departments such as admissions and financial aid. Receives and converts information to required formats, audits transactions, determines correctness of entries into the LACOE financial system and creates corrective journal entries.
- Develops decision support tools in spreadsheet formats for maintaining funds, performing "what-if" calculations, and otherwise assists management with their ability to monitor accounts, programs, projects, and commitments.
- Provides on-going reviews and reports to the Director, on the conditions of accounts.
- Ensures accuracy of print and online publications related to the area of responsibility.
- Develops and monitors budgets and maximizes financial resources.

- Participates on and chairs committees, task forces, and special assignments.
- Develops efficient and effective paperless processes in Accounting.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.
- Performs other related duties as assigned.

## **Qualifications**

### **Minimum Qualifications for Education and Experience**

Requires a bachelor's degree in Accounting, Business Administration, or equivalent specialty, and four years of progressively responsible experience in professional accounting, two of which must involve leadership over staff that are processing transactions and producing of financial reports. Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

### **Knowledge and Skills**

The position requires professional knowledge of:

- Theory, principles, and practices of accounting and financial record keeping.
- Development, maintenance and administration of a budget.
- Philosophy and objectives of the community college.
- Principles of functional leadership, training and performance evaluation.
- Pertinent federal and state laws and regulations.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.
- Generally accepted accounting practices and procedures for educational institutions.
- Integrated data management and transaction processing systems that apply to accounting and related functions as well as office productivity software and the systems used by educational oversight agencies.
- Application of technology to assigned area of responsibility.

The position requires demonstrated skill in:

- Developing assessment, that enhances success and outcomes.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.
- Human relations/interpersonal skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.
- Advanced math to perform complex accounting and statistical computations.

### **Abilities**

This position requires the ability to:

- Learn, interpret, and ensure compliance with state and federal laws, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.

- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution.
- Organize work and requires the ability to prepare clear, complete, and concise financial records, analyze accounting data, and prepare financial statements.
- Learn, apply, and interpret the policies and procedures used for accounting at the District, and the computer-aided accounting systems.
- Conduct technical research and complete complex mathematical and statistical computations.
- Prepare professional written reports.
- Supervise and lead staff in a manner that encourages high morale and efficiency.
- Produce complete financial statements.

### **Physical Abilities**

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- The person in this position frequently communicates with members of the campus community through various modalities. Must be able to exchange accurate information in these situations.
- Must be able to recognize printed material (printed or online) for more than 50% of the expected work time.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
- Work a flexible schedule which may include evenings, weekends, and split schedules.

### **Licenses and Certificates**

May require a valid driver's license.

### **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

**Revised:            August 11, 2011**  
**November 13, 2024**