

Attachment "B"

San Diego Community College District CLASSIFICATION DESCRIPTION

Title: Accounting Supervisor
Unit: Supervisory and Professional

Page: 1 of 3
Job Code: D1164
Original Date: 07/1989
Last Revision: 05/1995
Staff Type: Classified
FLSA status: Exempt
Salary Level: G

DEFINITION

Under the direction of the Controller or Vice President of Administrative Services or other assigned manager, plan, organize, coordinate and supervise a function or section of accounting or finance, assuring and facilitating the quality and timely processing of assigned accounting operations and report preparation required for internal use and outside agencies.

EXAMPLE OF DUTIES

1. Plan, organize and supervise the daily accounting, budgeting and/or other fiscal operations of an assigned area of accounting or business for maximum effectiveness and productivity; coordinate assignments with staff and establish schedules to meet deadlines for District-wide accounting or budget requirements.
2. Develop, implement and disseminate new or revised procedures to resolve pending financial problems and issues concerning assigned section; assure the preparation of regular and special fiscal reports and review for accuracy and compliance; conduct special studies and prepare a variety of detailed and complex reports of an analytical and informational nature.
3. Develop and implement controls for fiscal accountability review for accuracy and compliance; assist administrators and other District personnel with District business processes; assist in the development of new financial procedures and District policy.
4. Plan and organize tasks for maximum effectiveness and productivity; coordinate assignments with staff; assign work to facilitate the continuous workflow of the department.
5. Interview and assist in selecting permanent staff; train, develop, supervise and evaluate assigned personnel; recommend disciplinary action as necessary; provide for technical direction and guidance; resolve technical problems and/or procedural questions; monitor and review staff work for accuracy and compliance with District policies and practices; make employment, termination, transfer or promotional recommendations; prepare written performance evaluations regarding subordinates; counsel and advise staff as needed.
6. Analyze, prepare and review data for financial statements and reports; prepare, analyze and monitor required reports; analyze monthly general ledger, operational, or enrollment financial reports; review adjustments, make recommendations approve proposed changes specific to the area of responsibility to maintain integrity of District financial data; perform technical accounting functions to close books at District's fiscal year end.
7. Prepare and/or review Board docket items for accuracy, financial impact and compliance with legal requirements; review and interpret federal, State, and District laws, policies, procedures, rules and regulations involving financial reporting; obtain and maintain information concerning revisions and additions to relevant legal requirements; develop and implement procedures as appropriate to assure compliance.
8. Serve as a resource to outside agencies, assigned personnel, other District employees or students to provide information or to research and resolve problems related to the assigned unit; serve as liaison between all systems that interface with the financial system; provide training, workshops and training materials and manuals as necessary; organize and lead in-service workshops for financial system users.
9. Assure the compilation of data for audits within assigned accounting or finance section; coordinate audit within assigned accounting functions and respond to year-end audit findings, comments and recommendations.

10. Meet with Controller or Vice President of Administrative Services regularly to plan, develop and implement effective programs/ support services in assigned area; represent assigned area of accounting or finance to outside agencies, District administrators and other personnel.
11. Serve on District or site committees; participate in the development and decision-making for changes, deletions or additions in procedures or services; test, evaluate and analyze procedures under consideration and make recommendations for implementation; prepare service requests, report problems and trouble shoot technical problems; recommend and implement data systems programs and modifications.
12. Plan, organize and recommend staff and fiscal resources to support assigned accounting and budgetary functions; control assigned budget and monitor expenditures of funds; recommend annual budget as assigned.
13. Develop or assist in the development and finalization of the District or College budget; compile projections for tentative and final budgets; provide grant proposal budget analysis, technical and analytical support; prepare summarized statistical data for Board approval and public distribution.
14. Perform or delegate the duties of absent subordinates as necessary to assure the timely preparation and/or processing of reports, payments and other accounting documents.
15. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Principles, practices, terminology and organization structure used in accounting, auditing and financial work, particularly pertaining to governmental and community college fiscal procedures.
- Laws, regulations and policies governing the fiscal requirements of various State and federal agencies.
- State Budget and Accounting Procedures.
- Data processing in relationship to computerized financial and/or student information systems and record-keeping procedures.
- District organization, operations, policies, and objectives.
- District collective bargaining process and agreements.
- District computer systems related to assignment.
- Principles and practices of supervision and training.
- Correct English usage and report writing techniques.
- Oral and written communications skills.
- Applicable sections of the State Education Code.
- Technical aspects of field of specialty.

Skills and Abilities:

- Plan, organize and implement assigned functions.
- Analyze financial data and prepare accounting statements in accordance with generally-accepted accounting practices.
- Apply, interpret, and explain applicable policy, procedures and regulations.
- Analyze situations accurately and adopt effective course of action.
- Prepare clear, accurate and timely financial statements and reports.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Make arithmetic calculations quickly and accurately.
- Interpret, apply and explain applicable rules and regulations.

Operate calculator, personal computer and software related to assignment.
Train, supervise and evaluate assigned personnel.

Training and Experience:

Any combination of training and experience equivalent to: graduation from an accredited college or university with a major in accounting, business or public administration or related business field and at least two years of increasingly responsible professional-level experience in an accounting department of a medium or large public agency including experience in a lead or supervisory capacity; or satisfactory completion of core courses required for an AS degree in accounting, business administration or related business field and four years of increasingly responsible professional-level accounting experience, with a minimum of two years of supervisory experience.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.