

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Accounting Supervisor

Unit: Supervisory and Professional

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Job Code: D1164
Original Date: 07/1989
Last Revision: 08/2016
Staff Type: Classified
FLSA status: Exempt
Salary Level: G

DEFINITION

Under the direction of the Controller, Vice President of Administrative Services, or 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. Develop and maintain a cross-training program for division staff to insure appropriate coverage and back-up for all functions within the division
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 the 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, Vice President of Administrative Services, or assigned manager regularly to plan, develop, and implement effective programs and 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; participate and make recommendations during campus or district integrated planning process; 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 and technical and analytical support; prepare summarized statistical data for Board approval and public distribution.
14. Coordinate purchasing and payment process for the campus in collaboration with Shipping and Receiving and District fiscal services.
15. Perform or delegate the duties of subordinates as necessary to assure the timely preparation and/or processing of reports, payments, and other accounting documents.
16. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

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

Skills and Abilities:

- Analyze financial data and prepare accounting statements in accordance with generally-accepted accounting practices.
- Analyze situations accurately and adopt effective course of action.
- Apply, interpret, and explain applicable policies, procedures, and regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Interpret, apply, and explain applicable rules and regulations.
- Make arithmetic calculations quickly and accurately.
- Meet schedules and time lines.

Operate a computer and assigned software applications.
Plan, organize, and implement assigned functions.
Prepare clear, accurate, and timely financial statements and reports.
Train, supervise, and evaluate assigned personnel.
Work confidentially with discretion.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree 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 Associate's 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.