Accounting Manager (Bakersfield College)
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the Director, Accounting Services, the Accounting Manager plans, organizes and manages an assigned college or major District-wide accounting program or set of accounts; provide supervision and guidance to assigned staff; perform a variety of complex financial transactions and reporting.

Examples of Duties

1. Supervise defined accounting functions at the District or College such as cash receipts, accounts payable, fixed assets, accounts receivable, general ledger, Enterprise, Bookstore and Foundation accounting and other record-keeping functions.

2. Assist in establishing and implementing District accounting and financial policies pertaining to the functional areas supervised.

3. Establish working procedures and processes for the functional accounting unit supervised.

4. Interpret District accounting and financial policies.

5. Oversee District Bidding process.

6. Maintain in-depth technical and professional knowledge of the assigned accounting function. Recommends modification to accounting and financial processes.

7. Plan, prioritize and perform a variety of accounting and budgeting functions; communicate with a variety of District, County, State and federal offices and agencies regarding fiscal programs.

8. Provide technical support, training and general backup for accounting operations; plan, prioritize, assign and supervise the work of accounting office staff.

Example of Duties (continued)

9. Perform full supervisory activities including performance appraisal, discipline and making hiring and selection recommendations.

10. Plan, prioritize, assign and direct the work of the accounting staff assigned to specially funded projects; coordinate activities within projects; communicate with a variety of district, county, state and federal offices and agencies regarding specially funded programs.

11. Review, interpret and implement federal, State and District accounting and budget regulations; coordinate, prepare, analyze, audit and monitor financial and fiscal-related reports and claims.

12. Prepare financial and statistical reports for audit preparation, administrative decision support, State and federal reporting.

13. Prepare, monitor and analyze budgets for an assigned set of accounts; review and analyze budgets for compliance to District regulations and State and federal reporting Grants, Categorical, Child Development, and Special Contracts.

14. Maintain income records and monitor the collection of monies due; assure accounts receivable are billed accurately and collected in a timely manner.

15. Maintain general and subsidiary ledger accounts; update control accounts; reconcile and balance accounts; create trial balance.

16. Analyze and approve account transactions; assure fiscal documents are prepared and maintained in accordance with established requirements.

17. Provide instruction, assistance and training to administrators, division chairs, instructors and staff in understanding appropriate accounting methods, financial statements, State and federal Grants, Categorical, Child Development and Special Projects. College account code detail, categorical accounts, system-wide accounting processes and District, State and federal reporting.

18. Supervises the disbursement of loans, scholarships and grants of federal, State and local funds; perform compliance review related to conference and travel requests, payment procedures, reimbursements, audit of travel records, maintenance of travel revolving fund and issuance of credit cards.

19. Maintain and coordinate all accounting and other internal and external requirements for accounting and reporting the District's Fixed Assets.

Minimum Qualifications

- Bachelor's degree from an accredited college with a major in accounting, business administration, or a related field. [Equivalent: Associate degree and four (4) years of related experience.]

- Four (4) years accounting and business administration experience.

- Two (2) years increasingly responsible experience in business or governmental accounting.

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of and commitment to the California Community College Mission.

Knowledge of SCT BANNER Finance System for schools and/or community colleges.

Knowledge of California school and/or community college accounting and fiscal procedures, budgeting concepts, principles, and practices; principles of supervision and training; and the principles of data processing.

Ability to learn and interpret laws, rules, and regulations affecting college accounting and fiscal operations; and to prepare clear, concise, and accurate oral and written reports.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2
Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Working Conditions (continued)

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a managerial/supervisory position.

Signatures/Approval

_____ _____
(Employee's Signature) (Date)

_____ _____
(Supervisor's Signature) (Date)