

**Director, Accounting Services**  
**District Office**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

The Director, Accounting Services, shall be directly responsible to the Chief Financial Officer for the following major areas of responsibility: overseeing the computerized accounting systems and procedures, directing the District accounting, and purchasing staff, preparing and monitoring internal financial statements, coordinating with external auditors for the District-wide audit and other agency audits, reporting fiscal results to the appropriate state and other agencies, and related work as required.

**Examples of Duties**

1. Plan, organize, and direct the accounting and purchasing functions District-wide.
2. Monitor and exercise supervision of all accounting and purchasing office functions: develop and maintain annual budget for accounting and purchasing services; audit invoices and the preparation of commercial warrants; collect accounts receivable; and deposit funds with the County Treasurer and various banking institutions. Direct, monitor, and assist in reconciliation of all bank and investment accounts.
3. Supervise development of purchasing and compliance requirements and assist in developing systems and procedures compliant with federal, state, and local bidding limits and legal requirements for biddable contract. Direct and oversee production and annual update of District purchasing manuals.
4. Process all reports to federal and state agencies, including account for specially-funded programs, and grants and file all required reports and claims for cash advance, draw-downs, and final reimbursement.
5. Coordinate the development of new and revised computer applications and systems that affect the all financial operations of the District.
6. Direct and oversee the maintenance of the District's Chart of Accounts to ensure compliance with reporting requirements.
7. Direct the preparation of monthly, quarterly, and annual financial statements and provide information regarding the status of financial accounts.
8. Coordinate Districtwide preparation for external audits and implementing audit recommendations.

### Examples of Duties (continued)

9. Provide training and assistance to the campuses in the development and maintenance of accounting records.
10. Select, supervise, train, and evaluate accounting and purchasing department employees District-wide.
11. Participate and direct the development, interpretation and application of District policies and procedures for purchasing and other financial operations of the District.
12. Participate in or chair various committees related to the District's financial, as assigned.
13. Assume additional administrative responsibilities as appropriate to the position. As needed, may act in the capacity of the Chief Financial Officer.
14. Respond to inquiries from federal, state, or local agencies related to all fiscal operations.

## **Qualifications**

### Minimum Qualifications:

- Bachelor's Degree, preferably with major emphasis in accounting.
- Increasingly responsible, successful experience involving accounting, finance, and computer applications
- Successful experience supervising the activities of a financial office.
- Three years experience in responsible leadership positions.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

### Desirable Qualifications:

- Certified Public Accountant (C.P.A.) or Certified Managerial Accountant (CMA).
- Five years experience in responsible leadership positions, preferably in public institutional setting.

## 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

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	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.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Knowledge and Abilities

Knowledge of governmental accounting and budgeting procedures with emphasis on California community colleges. Broad understanding of business systems, practices and procedures. Knowledge of financing practices and procedures.

Ability to analyze financial data and formulate appropriate policy and strategy; to interpret laws, rules and regulations affecting community colleges; to compile and deliver accurate and clear reports to management; to establish and maintain successful professional working relationships with others; to effectively communicate technical information to lay persons.

Working knowledge of information technology systems and related applications.

## Status/Rationale

This is a classified administrator position.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

10/07/07