



Accounting Manager

Class Code:
BA-0022

Bargaining Unit: Managerial & Supervisory
Classified Employees

SANTA MONICA COLLEGE
Established Date: Nov 2, 2006
Revision Date: Aug 20, 2008

SALARY RANGE

\$39.49 - \$47.99 Hourly
\$3,159.23 - \$3,839.54 Biweekly
\$6,845.00 - \$8,319.00 Monthly
\$82,140.00 - \$99,828.00 Annually

CONCEPT OF THE CLASS:

Positions in this classification supervise the staff responsible for all District accounting activities and operations for the District.

ESSENTIAL DUTIES:

Supervises accounting department staff; selects new employees; assigns and reviews work; trains new employees, evaluates performance and recommends corrective or disciplinary action, as necessary.

Plans, organizes, schedules, assigns, reviews and provides technical direction to staff engaged in general and/or special fund accounting.

Resolves problem related to encumbrances, adjustments in appropriations, cash receipts, computer entries, account adjustment and student refund checks; ensures that financial records keeping is performed in accordance with federal state, county and District requirements and procedures; assists special project manager with financial problems; researches and reconciles actual expenditures to budgeted amounts.

Monitors and resolves District budget problems related to encumbrances, adjustments in appropriations, cash receipts, computer entries, account adjustments; researches and reconciles expenditures to budgeted amounts.

Monitors application preparation, analysis, procurement, implementation and reimbursement of special funds accounting.

Coordinates and supervises the monthly and annual year end close.

Reviews new rules and regulations pertaining to accounting procedures and makes recommendation to the Director of Fiscal Services for revisions to accounting system and procedures; attends workshops, conferences and meetings to update knowledge on federal and state compliance and guidelines.

Monitors cash flow and prepares cash flow analysis, inter-fund cash transfers and is responsible for the accrual of and collection of accounts receivables.

Manages the review, reconciliation and initiation of all Federal drawdown activities.

Manages the reconciliation and maintenance of all District liability accounts including Pass through funds.

Reviews fiscal records to implement District policy and regulations and advises supervisors or operating department personnel of problems; answers questions and advises operating department personnel on status of accounts, recommends adjustment or amendment to correct current or potential account deficits.

Gathers data from various sources and assists with report preparation of a variety of federal, state and local reports such as grant reports, financial aid reports, construction project reports; prepares and reviews periodic special reports, quarterly and annual financial statement and fiscal operations reports involving statistical research and analytical studies; ensures that all reporting is accurate by analyzing and determining if corrective entries are needed.

Assists in the coordination and preparation of the Annual Independent Audit and response to audit report findings, comments and recommendations as they pertain to the Accounting function.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

SUPERVISION:

Supervision Received:

Positions in this classification receive direction from the Director of Fiscal Services.

Supervision Exercised:

Positions in this classification exercise general supervision over Accountant positions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of accounting theory, practice and procedures as they pertain to governmental and/or community college district accounting.

Knowledge of accounting and financial administration terminology, budgeting concepts and financial analysis techniques and effective record keeping practices.

Knowledge of and skill in good customer service practices.

Skill in making independent judgments and decisions based on standard policy or procedures.

Ability to plan, organize, and evaluate the work of subordinate staff.

Ability to use a computerized on-line accounting system; ability to prepare reports in written, graphic, and tabular form using appropriate computer applications software such as Word, Excel, Access, and PowerPoint.

Ability to understand, interpret and apply laws, regulations and procedures related to governmental and community college accounting.

Ability to gather, compile and analyze statistical and financial data.

Ability to establish and maintain effective working relationships with college administrators, managers, faculty, staff, students, vendors and contractors in a diverse, multicultural and multi-ethnic educational environment.

Ability to work independently under pressure of recurring deadlines and effectively manage time; meet schedules and timelines.

Ability to maintain accuracy.

Ability to communicate effectively both orally and in writing.

Ability and willingness to initiate recommend and carry out personnel actions.

MINIMUM QUALIFICATIONS:

Education Requirement:

Graduation from college with a Bachelor's degree in accounting, or closely related field.

Experience Requirement:

Three (3) years of progressively responsible experience working with a computerized on-line accounting system, one (1) year of which performing governmental or community college district accounting is highly desirable.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.