

JOB DESCRIPTION



Position Title: Accounting Manager

Department: Finance

Employment Category: Administrative Staff

Primary Location: Sierra Vista Campus
District-wide

FLSA Classification: Exempt

Parameters: Full-time; 12 months/year

Pay Grade: AS13

Position Summary: The Accounting Manager is responsible for managing assigned accounting services areas, including accounts payable and fixed assets records, and for performing professional level accounting functions, including auditing, analyzing, reconciling and preparing financial reports.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Manages assigned accounting service areas, including accounts payable and fixed assets records and is responsible for the depreciation module for all capital assets; prepares, analyzes, and reviews the capital assets report; prepares year-end report for final journal entries

Prepares monthly and annual financial statement; prepares closing entries and schedules; facilitates the audit by providing the auditors transaction explanations and schedules; reviews schedules, notes, and statements for submission to auditors

Audits, analyzes and reconciles accounts for accuracy and compliance, to include the reconciliation of all bank and investment accounts; identifies weaknesses in internal controls and safeguards assets; coordinates the development and implementation of accounting policies and procedures in collaboration with the Director of Finance/Controller; prepares external and internal reports, journal entries, spreadsheets and cash requests

Supervises staff in assigned areas, to include hiring, training (staff and end-user), performance evaluations; mentors and provides support to assist staff in meeting department and college goals and objectives

Prepares, reviews and analyzes compensated absences report; ensures accuracy of employee balances of annual, sick and compensation time; performs adjustments as required in compliance with established policy; prepares year-end report for final journal entries

Performs monthly review of outstanding payroll checks, unclaimed property and sends notifications; places stop payments and reissues checks as required; reviews and reconciles flexible spending accounts; communicates reimbursements and balances to vendor and employees

Provides support to other accounting department staff in the absence of the Director of Finance/Controller

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

JOB DESCRIPTION

Education and Experience Requirements:

Bachelor's degree in accounting, finance or related field from a regionally accredited institution of higher learning recognized by the US Department of Education

Four years' experience in accounting, finance, or related field, preferably in a higher education setting

Supervisory experience preferred

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Commitment to the community college mission

High level of personal integrity and ability to manage sensitive issues while maintaining confidentiality

Knowledge of and ability to follow college policies and procedures

Working knowledge of accounting, finance, budgeting principles, practices and methods

Knowledge of Federal, State and local laws, regulations and guidelines related to assigned work

Working knowledge of generally accepted accounting principles

Working knowledge of accounting statements general ledger and related accounting practices

Knowledge of account reconciliation methods and techniques

Knowledge of financial analysis methods

Knowledge of computerized accounting systems

Excellent communication, organizational, and analytical skills

Skill utilizing personal computer software programs, preferably Microsoft Office Suite and Ellucian Banner

Skill analyzing data, identifying problems, and recommending solutions

Skill performing detailed numerical computation

Skill preparing detailed reports on a timely basis

Skill in effective supervisory principles and practices

Skill establishing and maintaining effective working relationships with staff, faculty, students and the public

Skill in presenting ideas and concepts orally and in writing

Ability to engage a diverse population and to maintain composure when faced with difficult situations

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes

Work Environment: Work is primarily performed under general supervision in an office setting with appropriate climate controls. Travel, early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Director of Finance/Controller

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any

JOB DESCRIPTION



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