



Position: Accounting Manager	Position Number:
Department/Site: Administrative Services	FLSA: Exempt - Administrative (Classified Administrator)
Reports to: Controller or assigned administrator	Salary Range: IX

DEFINITION

Under general direction, plans, organizes, oversees, and coordinates difficult and complex professional, technical, and administrative support related to accounting, including grants administration, accounts payable, accounts receivable, budget preparation and monitoring, financial transactions processing, and preparing and reconciling financial and accounting records and reports; performs complex and responsible professional accounting activities; provides highly complex and responsible support to the Controller in areas of expertise; and performs related work as required. Supervises the work of staff performing accounting functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Controller. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that manages the grants administration, accounts payable, and accounts receivable activities of the District. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day financial processing, reporting, and record-keeping activities and is responsible for providing professional-level support to the Controller in a variety of areas. Successful performance of the work requires an

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned department.

Modern office practices, methods, and computer equipment and applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

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

Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.

Deliver formal and influential presentations.

Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.

Develop, implement, and evaluate programs and services.

Utilize data and assessment outcomes to make improvements for programs and services.

Inspire and motivate others toward goal achievement.

Counsel, direct, and facilitate professional development of employees.

Develop and monitor budgets and effectively utilize (f)-370.7(a)-17(s)8.9(e)-15ahg.7(s)o(s)-2.3v 425BDC 3(e)-17(c)2 (t)-4, a.6

