

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

ACCOUNTING SUPERVISOR (CONFIDENTIAL/SUPERVISORY)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, supervise, assign, review, and participate in the work of staff responsible for performing general accounting functions of the District and auxiliary funds including accounts payable, accounts receivable, cash receipts and expense journals; ensure work quality and adherence to established policies and procedures; and perform the more technical and complex tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional duties not listed, but within classification.

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for the general accounting functions of the District and auxiliary funds, including accounts payable, accounts receivable, cash receipts and expense journals.
2. Establish schedules and methods for providing general accounting services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of accounting staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of the general accounting program budget; submit budget recommendations; monitor expenditures.
6. Perform the most technical and complex tasks of the work unit including conducting financial analyses of District operations.
7. Review and approve invoices, cash processed and journals entries prepared by accounts payable and receivable staff; correct journal entries for miscoded expenditures/revenue as appropriate
8. Reconcile general ledger accounts and prepare necessary journal entries; reconcile District financial records, bank accounts, and cash accounts, with County financial records utilizing assigned software systems; maintain the integrity of financial data in computerized accounting system.
9. Review financial aid transmittal slips and record finance transactions for abatements and refunds to students; process BOGW refunds to eligible students based on completed and approved refund forms.
10. Prepare student payments for private scholarships awarded by financial aid; print financial aid checks and submit positive pay files to bank according to disbursement schedule.
11. Prepare new accounts receivable vendor numbers and detail codes or make changes to vendor information as needed.
12. Assist in the preparation of annual and periodic financial statements.
13. Prepare audit schedules; provide necessary documentation and support for annual audits.

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14. Maintain records concerning operations and programs; prepare reports on operations and activities.
15. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of general accounting; incorporate new developments as appropriate into programs.
16. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services and activities of an accounting program.
- General accounting and auditing principles, methods and procedures.
- Principles of supervision, training and performance evaluation.
- Basic principles and practices of municipal budget preparation and administration.
- Principles and procedures of financial record keeping and reporting.
- Mathematical principles.
- Methods and techniques of research, analysis, and report preparation.
- English usage, spelling, grammar, and punctuation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Coordinate and direct general accounting programs for District and auxiliary funds.
- Supervise, organize, and review the work of assigned staff involved in performing general accounting functions.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing general accounting services.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise administrative and financial reports.
- Participate in the preparation and administration of assigned budgets.
- Perform accurate and speedy arithmetic calculations.
- Organize and coordinate projects and prioritize activities to meet established dead lines.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, District staff, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field.

Experience:

Four years of responsible general accounting experience including one year of administrative and/or lead supervisory experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

7/11/00

Adopted by Board of Trustees on 6/21/2016

Effective: 6/22/2016

Job Family: Supervisory