

DESERT COMMUNITY COLLEGE DISTRICT

ACCOUNTING MANAGER

BASIC FUNCTION

Under the direction of the Director, Fiscal Services, perform varied and complex accounting work specializing in the oversight and maintenance of accounts and financial and statistical records District-wide.

DISTINGUISHING CHARACTERISTICS

The Accounting Manager performs a full-range of advanced oversight and professional accounting activities for the District and is directly responsible for the leadership and administration of professional accounting staff.

REPRESENTATIVE DUTIES

Essential duties:

1. Perform oversight and management of College of the Desert accounting records, associated organizations accounting records, including Foundation, Student Clubs, Auxiliary and others as assigned.
2. Monitor and supervise payroll functions, including adherence to all applicable laws, regulations, and bargaining agreements. Maintain strict payroll controls, schedules, and deadlines.
3. Supervise classified staff as assigned.
4. Assist departments and grant managers with fiscal management and oversight of grants and categorical funds.
5. Perform and coordinate activities associated with year-end closing for all unrestricted and, restricted funds, capital funds, special funds, trusts, designated reserves, Auxiliary funds, and Foundation funds.
6. Provide oversight for, and coordinate budget development.
7. Assist in the coordination and preparation of the Annual Independent Audit and respond to audit report findings, comments and recommendations as they pertain to the accounting function.
8. Develop financial projections, estimates and analysis.
9. Meet and communicate with Foundation staff as required for efficient financial management and fiscal stability.
10. Assist in maintaining District position control records.
11. Administer the computerized accounting system for the Auxiliary, and Student Club accounts.
12. Provide oversight for the development, implementation, and monitoring of proper internal controls.
13. Provide and present training sessions as required.
14. Manage and monitor bank accounts and work with staff to reconcile accounts as required for proper internal controls.
15. Coordinate staff activities as appropriate to ensure proper controls and separation of duties in the Fiscal Services department.
16. Manage special projects related to District financial management.
17. Develop and assist in the formulation and implementation of improved accounting,

- budget and financial record-keeping procedures.
18. Prepare and submit reports and statements ensuring compliance with reporting requirements and deadlines.
 19. Assist in preparing Board agenda items as required.
 20. Review financial transactions and provide approvals.

Other duties:

21. Attend a variety of meetings and conferences.
22. Act on behalf of the Director, Fiscal Services as delegated and appropriate during absences.
23. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices and methods of accounting, auditing, year-end close, budget preparation and financial record keeping; preparation, maintenance, verification, and processing payroll records; principals of planning, theories and practices of applicable laws, procedures, and policies related to education codes and FLSA regulations; principles of planning, organization, and the supervision and performance appraisal of employees.

Ability to: Understand, interpret, explain and apply complex technical and legal written laws, rules, policies and regulations as they apply to federal, state, workers compensation, retirement, county and district/union contracts; Plan, organize, and supervise the staff to ensure deadlines are met; Handle confidential information and exercise independent judgment within general policy guidelines; Exercise tact and diplomacy in dealing with sensitive and complex issues and situations; Establish and maintain positive and effective working relationships with others; Step in and provide back-up support in critical functions to meet and cover staff vacancies and absences; Be well organized, flexible, and manage multiple projects simultaneously, Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community. Demonstrated experience managing and mentoring staff with varying degrees of technical capabilities.

EDUCATION AND EXPERIENCE

Bachelor's degree in Business Administration, Finance, Accounting, Economics, or related field and three (3) years of related experience including the demonstrated experience analyzing and interpreting complex and confidential financial data and recent payroll supervisory or lead experience.

WORKING CONDITIONS

Environment: Office environment. Sitting for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight (up to 50 lbs.), work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others. Frequent interruptions. Some weekends and evening required. Driving a vehicle to conduct work as necessary.

EMPLOYMENT STATUS Classified
Administrator, VII

Revised, Board of Trustees approved:
12/17/2021