



HARTNELL COLLEGE

<b>Position:</b> Accounting Manager	<b>Position Number:</b>
<b>Department/Site:</b> Administrative Services	<b>FLSA:</b> Exempt - Administrative (Classified Administrator)
<b>Reports to:</b> Controller or assigned administrator	<b>Salary Range:</b> 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 extensive professional background, as well as skill in coordinating unit work with other areas and divisions. This class is distinguished from the Controller in that the latter has responsibility for directing and overseeing all of the programs, projects, and functions related to accounting, budgeting, payroll, cash management, and risk management operations, and develops, implements, and interprets public policy.

## **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.*

- Plans, manages, and oversees the daily functions, operations, and activities of the accounts payable, accounts receivable, budget preparation, and grants administration functions, including preparing, monitoring, forecasting, and analyzing financial information, financial processing, reporting, and record-keeping.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the unit budget.
- Contributes to the overall quality of the assigned service area by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Participates in the selection of employees; trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Controller.
- Coordinates post-award fiscal and reporting services for federal, state, and local grant-funded projects; monitors and complies with grant-related report deadlines; assists grant project directors with reporting of

expenditures required by funding agencies; ensures that proper fiscal documentation is maintained for various monthly, quarterly, and annual reports; serves as primary liaison with financial contacts

- Reviews and approves the majority of the District's grant-related budget and expenditure transactions for compliance to grantee guidelines; works with project directors to identify and resolve budget and compliance issues; files timely and appropriate notifications of budget revisions and extensions to granting agencies.
- Coordinates final review and approval for public grant proposals; submit final proposals on-line to appropriate funding agency or entity.
- Provides technical oversight, assistance, and format to budget development for new funding opportunities, ensures that all proposed grant expenditures are reasonable, allocable, and allowable according to the federal Office of Management and Budget and District guidelines.
- Ensures all accounting transactions are handled according to regulations, District policies, and Fiscal Independence standards; rejects and denies transactions that are out of compliance.
- Prioritizes and communicates objectives within a continuously evolving environment due to ongoing changes within systems, resources, and processes.
- Reviews daily, monthly, and yearly accounting processes for accuracy, timeliness, and compliance.
- Maintains and reconciles a variety of funds, ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records;
- Oversees and participates in the year-end closing processes and procedures; performs month-end, fiscal year-end, and calendar year-end accounting system processing.
- Assists the Controller in the preparation, calculation, and analysis of a variety of financial reports and data in the preparation of the annual budgets.
- Provides highly complex staff assistance to the Controller; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency finance, accounting, and grants management; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; tests and implements upgrades of automated enterprise application systems; implements emerging technologies related to accounting functions; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practices of enrollment management.
- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Principles and practices of public agency finance, including general and governmental accounting, auditing, and reporting functions.
- Financial analysis and projection techniques.
- Principles of comprehensive financial reports, statements, and documents.

- 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 resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Prepare clear, concise, and comprehensive financial reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment including computer equipment; implement new automated accounting systems.
- Work independently with little direction; work effectively and efficiently with interruptions.
- Understand and appropriately apply scope of authority in making independent decisions.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

- A bachelor's degree in accounting, finance, business administration, or a related field from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Two (2) years of accounting and grants administration experience.

- Experience with fund accounting, working within an educational environment, and complex integrated finance enterprise application system are highly desired.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.