



West Valley-Mission
Community College District

CLASS SPECIFICATION

DIRECTOR, ACCOUNTING

Classified Administrative Position (Exempt Status) Administrative
Salary Schedule – Range 21

DEFINITION

To plan, organize, direct and coordinate the activities of the accounting department within the fiscal services division including district cash flow, financials and audits; to coordinate accounting activities with other district departments; and to provide highly complex staff assistance to the Vice Chancellor, Finance & Administration.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice Chancellor, Finance & Administration.

Exercises direct supervision over assigned supervisory, professional and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement department goals, objectives, policies and procedures.

Plan, organize and direct accounting activities including grants, bonds, cash flow, treasury, accounts payable, financial statements and various annual audits.

Direct, oversee and participate in the development of the accounting work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare the assigned budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Plan, organize and oversee the maintenance of various accounts and funds; ensure that appropriate records, files and documentation are maintained; establish and maintain adequate internal controls in accordance with generally accepted accounting principles (GAAP); plan, organize and coordinate year-end closing.

Organize, coordinate and oversee the timely and accurate preparation and submittal of a variety of monthly, quarterly, annual and periodic financial reports and documents required by the state, federal agencies and district policies; forward to executive management for review and approval as appropriate and transmit to requesting authority in a timely manner.

Provide technical expertise, advice and direction to other departmental staff and District personnel; serve as a liaison and support to campus accounting operations.

Communicate with various District and College personnel and outside agencies to provide high-level financial analysis, ad hoc financial reports, and recommendations.

Plan, coordinate, implement and assist in evaluating new and complex accounting pronouncements; perform special analytical tasks as assigned

Analyze financial data and reports, providing insights and recommendations for financial planning and decision-making.

Coordinate with external auditors for the annual audit process and address any audit findings.

Assess and manage financial risks, implementing risk management strategies as needed.

Review financial transactions to assure conformance to district, county, state and federal policies, rules, regulations and codes; assure compliance with audit requirements and sound fiscal policies.

Prepare and review work papers for the annual district audit; respond to questions from auditors and prepare responses to audit comments as requested by management.

Prepare analyses of the district's cash flow and access accounts status; develop and analyze projections and variances; prepare and forward recommendations as appropriate.

Represent the department and division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of governmental accounting.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state, and federal rules, regulations and laws.

Modern office practices, methods and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct the accounting operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply district, division and department policies, procedures, rules and regulations.

Supervise, train and evaluate staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in accounting, including two years of administrative and management responsibility.

Education:

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

EEO Category: Executive/Administrative/Managerial

Date Approved: August 14, 2024