

CITRUS COMMUNITY COLLEGE DISTRICT

BOARD POLICY

P-2471
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DIRECTOR OF ACCOUNTING

Appointment

1. The Director of Accounting is recommended by the Superintendent/President and employed by the Board of Trustees.
2. The Director of Accounting is responsible to the Vice President-Business Services.

Duties

1. Supervise the district accounting and bookkeeping operations, make work assignments, review records processed and advised personnel on complex aspects of the work.
2. Keep a record of the balance of all appropriations.
3. Maintain and supervise the maintenance of records of expenditures and income for the General Fund, Special Reserve Fund, Health Fee Fund, Child Development Fund, Self-funded Insurance Fund and the District Foundation.
4. Insure that financial record keeping is performed in accordance with Federal, State, County, and District requirements and procedures.
5. Work with the Dean of Vocational Education and the EOPS Director, as well as the governmental agencies involved, in the financial implementation and coordination of various Federal and State projects.
6. Make monthly reconciliations between District records and the records of the County Superintendent's Office.
7. Prepare periodic financial statements and reports involving statistical research and analytical studies.
8. Prepare periodic cash flow projections for investment purposes and make investments accordingly.
9. Prepare monthly, quarterly and annual reports for all Federal and State projects.

10. Recommend, instruct, supervise and evaluate the clerical personnel of the central accounting office.
11. Supervise the District payroll, key control on campus, fee collection at registration and dissemination of employee insurance information.
12. Establish procedures for financial record retention and destruction.
13. Work with the Director of Business Services and the Director of the Computer Center in computerizing various business, payroll, and registration applications.
14. Confer with the Vice President-Business Services on financial record keeping problems involving deviations from policy or precedent.
15. Recommend or install new accounting procedures and see that established procedures are carried out efficiently.
16. Perform other duties as assigned by the Vice President-Business Services.

Adopted 11/3/81