



Position Description

Position: Accounting Supervisor	Position Number: 432501
Department/Site: Fiscal Services	FLSA: Exempt
Evaluated by: Director of Fiscal Services	Salary Range: 13

Summary

Under the general direction of the director of fiscal services, the accounting supervisor oversees the operation of three distinct and separate business entities, and the day-to-day accounting supervision of two general funds (unrestricted/restricted), special revenue funds, capital project funds, enterprise funds, and trust funds in excess of \$100 million.

Essential Duties and Responsibilities

- Submit payroll taxes for every pay cycle and the quarterly and annual tax return.
- Train, motivate, and evaluate staff in order to achieve the best practices and productivity.
- Resolve financial discrepancies with regard to employee payrolls, vendor payments, and student and community receipts, local, state and federal agency payments.
- Complete reports for the EDD, the Bureau of Labor Statistics, NCES (IPEDS) and the Chancellor's office (311Q).
- Audit the output of various funds and departments. This includes, but is not limited to, the auditing of payroll, accounts payable, accounts receivable, cashiering, business entities on campus and the daily approval of warrants.
- Maintain data required by external relations.
- Prepare monthly reports for various departments and the board of trustees.
- Interpret policies that affect the campus' fiscal processes and procedures.
- Support business enterprises, departments and cost center managers, by providing statistical and financial data necessary to monitor budgets.
- Research and complete occasional projects requested by the superintendent/ president, vice president of finance and administrative services, and/or director of fiscal services.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills, and Abilities

- Knowledge of GAAP.
- Knowledge of governmental accounting standards specific to educational institutions.
- Knowledge of standard auditing practices, reconciliation techniques, and payroll production methods.
- Knowledge of numerous software programs.
- Legal and budgetary knowledge of the function of a booking agent in the entertainment industry, combined with a thorough knowledge of the District policies and procedures.
- Knowledge of commonly used office equipment and software programs.
- Knowledge of Los Angeles County accounting and payroll software programs (i.e., HRS).

- Knowledge of related state and federal laws and regulations.
- Management skills in budget formation and administration.
- Perform all of the relevant duties of the position with only general direction.



Position Description

- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.

Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

Education and Experience

- Possession of a bachelor's degree in finance or related field with a minimum of three to five years experience.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.