

Accounting Manager, Foundation
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the Director, Accounting Services, the Accounting Manager plans, organizes and manages an assigned college or major District-wide accounting program or set of accounts; provide supervision and guidance to assigned staff; perform a variety of complex financial transactions and reporting.

Examples of Duties

1. Supervise defined accounting functions at the Foundation such as cash receipts, accounts payable, fixed assets, accounts receivable, general ledger, and other record-keeping functions.
2. Implement District accounting and financial policies as they pertain to assigned area (i.e., the Foundation).
3. Establish working procedures and processes for the functional accounting unit supervised.
4. Interpret District accounting and financial policies (as they pertain to the Foundation).
5. Input and prepare detailed budget information, analyzing and identifying budget-to-actual variances for the current fiscal year.
6. Maintain in-depth technical and professional knowledge of the assigned accounting function. Recommends modification to accounting and financial processes.
7. Plan, prioritize and perform a variety of accounting and budgeting functions.
8. Provide technical support, training and general backup for accounting operations; plan, prioritize, assign and supervise the work of accounting office staff.
9. Perform full supervisory activities including performance appraisal, discipline and making hiring and selection recommendations.

Example of Duties (continued)

10. Review, interpret and implement federal, State and District accounting and budget regulations; coordinate, prepare, analyze, audit, and monitor financial and fiscal-related reports and claims.
11. Prepare financial and statistical reports for audit preparation, administrative decision support and grant reporting.
12. Prepare, monitor and analyze budgets for an assigned set of accounts; review and analyze budgets for compliance.
13. Ensure invoicing for contracts created by the Foundation and other departments on campus. Maintain income records and monitor the collection of monies due; assure accounts receivable are billed accurately and collected in a timely manner.
14. Maintain general and subsidiary ledger accounts; update control accounts; reconcile and balance accounts; create trial balance.
15. Supervises the disbursement of loans, scholarships and grants; perform compliance review related to conference and travel requests, payment procedures, reimbursements, audit of travel records, maintenance and issuance of credit cards.
16. Maintain and coordinate all accounting and other internal and external requirements for accounting and reporting the District's Fixed Assets.
17. Provide support as needed to the College budget office.

Minimum Qualifications

- Bachelor's degree from an accredited college with a major in accounting, business administration, or a related field. [Equivalent: Associate degree and four (4) years of related experience.]
- Four (4) years accounting and business administration experience.
- Two (2) years increasingly responsible experience in business or governmental accounting.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of and commitment to the California Community College Mission.

Knowledge of accounting and fiscal procedures, budgeting concepts, principles, and practices; principles of supervision and training; and the principles of data processing.

Ability to learn and interpret laws, rules, and regulations affecting college accounting and fiscal operations; and to prepare clear, concise, and accurate oral and written reports.

Broad understanding of business systems, practices, and procedures.

Ability to analyze financial data and formulate appropriate policy and strategy.

Knowledge of or ability to learn and implement client/donor management software.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a managerial/supervisory position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)