

# **RIO HONDO COMMUNITY COLLEGE DISTRICT**

## **DIRECTOR OF ACCOUNTING**

### **DEFINITION**

Under the Vice President of Finance and Business direction, provides leadership and direction; to plan, manage, and oversee the activities and operations of the Accounting Department including accounting financial analysis and reporting; to coordinate assigned activities with other District departments and outside agencies; and to provide highly responsible and complex accounting and financial professional support to the Vice President of Finance and Business.

### **SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical, clerical, and administrative support staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provide leadership and direction and assume full management responsibility for Accounting Department services and activities.

Manage the development and implementation of Accounting Department goals, objectives, policies, and priorities for each assigned service area; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal and external reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Evaluate the adequacy and effectiveness of controls for ensuring the safeguards of assets, compliance with internal policies and external/regulatory compliance requirements, reliability of financial and operational reports, economic and efficient use of resources, and the deterrence/detection of fraud.

Plan and execute internal audits in a thorough and timely manner consistent with the department and the District.

Participate in a variety of special projects including fraud investigations.

Represent the Accounting Department to outside agencies; explain and interpret Accounting Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, counsel, and evaluate Accounting Department personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, and coordinate the Accounting Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage the administration of the Accounting Department budget and assist in the development of District budgets; direct the forecast of additional funds and cash needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Provide assistance in preparing mandated reports including attendance and ADA 320 reports to the State, MIS, and IPEDS.

Coordinate Accounting Department activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the Vice President of Finance and Business; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Accounting programs, policies, and procedures as appropriate.

Plan, organize, and direct fiscal record keeping to ensure financial control and successful audits.

Develop procedures for computerized processing of accounting functions.

Monitor the General Fund, Associated Student Body Fund, the Auxiliary Services Organization Fund and other special funds and accounts; advise such organizations and other departments of the status of the funds.

Ensure compliance for expenditures as they relate to legislative and District Board policies and procedures.

Monitor Federal, State, local, and other special programs and grants fund and coordinate reporting of such funds with appropriate departments to ensure accurate reporting.

Supervise the processing of travel and conference requests and claims; pay invoices in a timely manner; coordinate with the Purchasing Office.

Monitor debt collection.

Direct the annual inventory of furniture and equipment; maintain inventory records.

Maintain communications within the College, with other colleges and universities, the community, and public agencies.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of accounting.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Respond to and resolve difficult and sensitive inquiries and complaints.

Administer applicable collective bargaining agreements.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services, and activities of a comprehensive Accounting program.

Organization and management practices as applied to the analysis and evaluation of Accounting programs, policies, and operational needs.

Modern and complex principles and practices of Accounting program development and administration.

Principles and practices of accounting, financial reporting, auditing, and bond financing.

Principles and practices of grant administration and reporting.

Information sources and research techniques in the fields of public administration, financial planning, accounting, annual budget, capital budget, and annual audit preparation and procedures.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.  
Pertinent Federal, State, and local laws, codes, and regulations.

Analytical, technical and auditing skills

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Accounting Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Accounting services.

Plan, organize, direct, and coordinate the work of professional, technical, and administrative support personnel; delegate authority and responsibility.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to Accounting issues, concerns, and needs.

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

Research, analyze, and evaluate new Accounting service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative, financial and accounting reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to District Accounting programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Three years of responsible and managerial professional accounting experience preferably in an education institute.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

**Training:**

Bachelor's degree from an accredited college or university with major course work in accounting or a related field. A Master's degree is desirable.

**License or Certificate:**

Possession of a Certified Public Accountant (CPA) certification.

Possession of a Certificated Internal Auditor (CIA) certification is desirable.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 51

**Effective Date:** May 11, 2005, October 2014

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