

**DISTRICT ACCOUNTING SUPERVISOR
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

POSITION OVERVIEW

The District Accounting Supervisor supports the oversight and management of professional and clerical accounting staff within the Accounting Department. This position collaborates with Information Technology Services (ITS) on Fiscal Services matters and collaborates in special accounting-related projects. Additionally, this position assists in providing training and support to accounting personnel and other employees requiring guidance in accounting-related activities, ensuring compliance with federal, state, and local regulations, contractual obligations, and district policies. The Accounting Supervisor reports directly to the Director of Accounting, Audit, and Advisory Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are essential for this position and illustrate the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists in supervising, assigning, training and reviewing the work of the assigned professional and clerical accounting staff by prioritizing projects, delegating assignments, setting deadlines, reviewing work, and assisting in completing staff's performance reviews.
2. Assists with authorizing budget transfers, requests for reimbursement and coding of purchase and personnel requisitions, assuring compliance with Title 5 regulations, community college accounting manual, contractual obligations and district policy.
3. Assists to coordinate year-end-financial closing with college budget centers and district personnel; analyzes accruals and carryover budgets
4. Maintains the chart of accounts of the district and foundations to enable and facilitate accurate preparation of financial reports, making changes, additions, deletions and reclassifying existing accounts.
5. Research and develop procedures to identify, analyze and resolve complex accounting problems; develop recommendations for presentations to administrators and management at the District and Colleges; maintain and updates accounting related desk procedures as necessary.
6. Assists in reviewing the district budget, accounting transactions, bank reconciliations, balance sheet reconciliations, accounts payable and accounts receivable, and financial reports for categorical/special programs, assuring accuracy and compliance with Title 5 requirements and the Community College Budget and Accounting Manual.
7. Analyzes a variety of financial information, corresponds and interacts with internal and external auditors on all financial transactions for the district including any financial aspect of audits.
8. Coordinates and reviews the work of accounting staff to ensure the accuracy and compliance of the general ledger and district budget in collaboration with county officials; reviews complex financial reconciliations, including of faculty load banking records and accrued leave balances; assists in overseeing the federal student financial assistance program budgets, monitoring cash balances, and requesting funds as needed.
9. Assists in coordinating financial aid payments and disbursements to students with the financial aid director; assists in coordinating accounts receivable and collection of district awards and loans.
10. Assists in developing, implementing, and maintaining an integrated, automated financial management/accounting system; conducts training workshops for district staff in the proper utilization of the financial/accounting system for transactions related to all funds, including auxiliary operations and foundations.

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11. Assures compliance with a variety of local, state and federal laws, codes and regulations, including Government Accounting Standards Board (GASB) regulations; in conjunction with ITS, responsible for the finance or accounting component of the district information system, liaise with fiscal services department management and staff, ITS staff, and vendors to identify, define and document operational objectives and requirements; existing operational procedures and transactions, workflows, and issues; data collection and ownership, and information reporting requirements and responsibilities related to the use of the district information system package;
12. Interview and assist in selecting permanent staff; train, develop, supervise, and evaluate assigned personnel assuring compliance with District, County and State requirements; recommend disciplinary action as necessary; resolve technical problems and/or procedural questions; prepare written performance evaluations regarding subordinates; counsel and advise staff as needed.
13. Performs related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Principles, practices, and procedures of accounting, with an emphasis on governmental accounting, including Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) regulations.
2. Applicable sections of State Education Code and other applicable laws.
3. Higher education accounting and budgeting methods.
4. Federal, state, and local laws, ordinances, codes, regulations, and policies affecting accounting and financial systems.
5. Enterprise systems and accounting software.
6. Principles of management, supervision, and training, as well as financial reporting requirements particularly pertaining to governmental and higher education fiscal procedures.

Ability to:

1. Communicate effectively, both verbally and in writing.
2. Plan, organize, and oversee accounting operations while meeting critical deadlines.
3. Analyze complex financial data, draw sound conclusions, and provide well-reasoned recommendations.
4. Prepare clear and comprehensive financial reports.
5. Develop and implement procedures that improve efficiency and ensure compliance with policies and regulations.
6. Interpret and apply a wide range of governmental and departmental policies and regulations.
7. Effectively use computers, enterprise accounting systems, and related software.
8. Direct and coordinate the work of others.
9. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
10. Establish and maintain cooperative working relationships with internal college and district personnel, external auditors, vendors, professional colleagues and representatives from various outside agencies.

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MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of training and experience equivalent to a Bachelor's Degree from an accredited college or university with a major in accounting, business administration, finance; or a closely related field including or supplemented by at least 24 semester units in accounting. A minimum of five years of increasingly responsible accounting experience, including experience in a lead or supervisory capacity.

Desirable qualifications:

A valid license to practice as a Certified Public Accountant in California, experience in financial management at a supervisory level and experience in higher education accounting is desirable.

Board of Trustees Approval Date: August 11, 2025