

ASSISTANT COMPTROLLER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
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DEFINITION: Under general direction, directs the day-to-day activities of professional and technical staff performing complex fund accounting and revenue reconciliation in the District's Accounting Department, and, serves as the initial and primary reviewer of accounting information supplied by the colleges.

DISTINGUISHING CHARACTERISTICS: The Assistant Comptroller is primarily responsible for budgeting and managing the fund accounting and revenue reconciliation functions of the District's Accounting Department and receives management direction from the Comptroller/Assistant Chief Fiscal Officer. In contrast, the Comptroller/Assistant Chief Fiscal Officer is responsible for the fiduciary management of the District's assets, the budget, revenue collection and expenditures.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Supervises the day-to-day activities of the technical and professional accounting staff engaged in complex fund accounting and revenue reconciliation, as well as, bookkeeping, clerical, and support staff assigned to the District Accounting Department.
- Administers the District budget by preparing preliminary, tentative and final District budget documents, monitoring and analyzing District and college/department prepared budgets, reviewing and reconciling account activity, and preparing summary reports.
- Audits the accuracy of enrollment, revenue, expenditure and related financial reports, and, prepares claims, invoices, and enrollment reports.
- Develops and recommends budget, cost control and related financial strategies, policies, and procedures, and, prepares and reviews budget revisions and transfers.
- Determines and implements grant policies and procedures, prepares grant budget and expenditure analyses, and, provides analysis and technical support to grant operations.
- Interprets federal and state financing and budget regulations, maintains the District's account structure, and may provide training on public sector budgeting processes and district procedures.
- Ensures that activities, records and reports adhere to applicable laws, regulations, requirements of federal and State agencies, District and professional standards.
- Develops and implements methods for gathering financial data and prepares a variety of factual reports, summaries and analysis, and, prepares intermediate and long-range projections for resources and appropriations.
- Provides professional accounting advise to District staff, site managers and others involved in the District budget development process and in the preparation of related budget summaries and activity documentation reports.
- May use a vehicle to attend meetings and visit District campuses;
- Coordinates the compilation of data for periodic and special reports and may coordinate the gathering of information for internal, federal and/or state auditors.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Theory and practice of generally accepted accounting principles, including proprietary, governmental, and tax accounting; program budgeting and accounting; budgetary control; and financial reporting; provisions of the Education Code and other laws pertinent to financing, payment of obligations, and accounting for public institutions; computer information systems capabilities and methods applicable to a



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wide variety of accounting and auditing tasks.

Ability To: Supervise staff performing a variety of professional level accounting tasks; prepare and/or supervise the preparation of a variety of accurate financial summaries and related reports, cost analysis studies, policy/position papers, and financial reporting and accounting procedures; evaluate accounting and budget preparation procedures and problems and develop and implement improvements; monitor and critically review a variety of accounting documents; prepare clear, concise, and effective reports, letters, and other documents; maintain effective working relationships with those contacted in the course of performing the required duties.

Education/Training: Equivalent to a BA/BS degree from an accredited four year college or university in Accounting or a directly related field. A MA/MS degree or certification as a CPA, CMA, or other equivalent certification is highly desirable.

Experience: Equivalent to at least three years of increasingly responsible professional accounting experience in a medium to large complex business/public agency environment, including at least two years experience in a supervisory or management capacity.

License/Certification: A valid California Class C Driver's License.

Actions: Newly created classification adopted by the Governing Board on 07/26/00. Amended 01/28/04, M.S.C. 3.1.5