

COMPTROLLER/ASSISTANT CHIEF FINANCIAL OFFICER

DEFINITION

Under general direction of the Vice Chancellor, Finance and Administration, plans, organizes, and supervises the activities of the District Office Accounting Department including the receipt, disbursement, and accurate recording and reporting of these activities; manages District investments; analyzes and makes projections in preparing and amending the District's annual budget; oversees the District's contract and insurance claims processes; and performs other related duties as required.

RESPONSIBILITIES

Duties include, but are not limited to, the following:

Direct, organize, coordinate, and manage the functions and activities of the District Office Accounting Department.

Plan, organize, and coordinate the preparation of the District's annual budget. Prepare budget allocations, project revenues and monitor allocations against actual expenditures, proposing budget adjustments as necessary.

Train, instruct, and supervise department staff in revenue and expenditure accounting, budgeting control, and proper disbursement of funds for material, services, equipment, and equipment inventory.

Develop, organize, prepare, and maintain accurate, periodic budget and financial statements, reports, and records concerning the District's income and expenditure position and to comply with all District, county, state, and federal requirements.

Provide special financial, statistical, or analytical studies to assist administration in the formulation of new policies, planning, or revised programs.

Oversee the preparation of attendance reports, claims, and invoices to assure appropriate funds accrue to the District from various state, federal, and local funding sources.

Guide year-end activities for the proper closing of the District's records, for the annual audit, and for year-end fiscal analysis.

Manage District investments in accordance with District policies and legal requirements, analyzing cash flow for investment and financing opportunities.

Coordinate with the District's internal and external auditors, including federal and state auditors, implementing recommendations relative to accounting practices.

Confer with, advise, and counsel District staff concerning unusual or unforeseen problems, recommending proper course of action and timely alternative solutions.

Formulate and recommend policies and procedures to achieve greater efficiency and system control.

Review and coordinate the processing of insurance claims and all District contracts excluding personnel and construction contracts.

(over)

RESPONSIBILITIES (cont'd)

Evaluate subordinates and programs.

Remain current on all laws, regulations, policies, procedure, and practices affecting the recording and reporting of financial data for all District funds. Assist the Vice Chancellor, Finance and administration to ensure regulations and procedures are followed.

Perform other related duties as required or assigned.

REPORTING RELATIONSHIPS

The Comptroller/Assistant chief Fiscal Officer reports directly to the Vice Chancellor, Finance and Administration. The position directly supervises the Chief Accountant, Budget and Special Funds Manager, an Administrative Assistant, and the Accounting Department Secretary.

MINIMUM QUALIFICATIONS**Education and Experience:****Education:**

A Bachelor's degree from an accredited college or university in accounting or a closely related field

Experience

Five years of increasingly responsible professional accounting experience which included at least two years of experience in an accounting supervisory/managerial capacity, or verification of registration as a Certified public Accountant.

Demonstrated sensitivity to, and ability to work with, diverse racial, ethnic, gender, disabled, and cultural populations.

Knowledge of:

Detailed accounting, budgetary, and fiscal procedures for a public fund accounting agency.

Auditing and inventory control procedures, business law, risk management, and basic financial and research procedures.

Ability to:

Efficiently manage and supervise the accounting, payables, equipment inventory, and property and liability risk management insurance programs.

Prepare clear, complete, and concise reports.

Develop specific budget, accounting, and fiscal procedures.

DESIRABLE QUALIFICATIONS

- Knowledge of detailed accounting, budgetary and fiscal procedures for a California Community College District.
- Ability to apply specific budget, accounting, and fiscal procedures appropriate for a community college district.
- Experience working with personal computers in an accounting environment including spreadsheet software.
- Auditing experience.

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PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to:

- Demonstrate sufficient vision to read all printed materials including computer screen and electronic displays; demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.
- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrates ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrates the ability to occasionally lift and/or move up to 15 pounds.
- Demonstrates the physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrates ability to input necessary data into computer terminal and/or create documents and reports to perform the essential functions of this position.
- Demonstrates an ability to speak clearly and communicate with others.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.