

DIRECTOR OF ACCOUNTING, GRANTS AND COMPLIANCE**DEFINITION**

Under general administrative direction of the District Controller plan, organize, direct and supervise all of the staff and functions of the accounting and grant operations; prepare, review and analyze financial and statistical records and reports; prepare enrollment and compliance reports; ensures compliance with all applicable governmental regulations, internal policies and procedures; coordinates the annual district audit; does other related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the District Controller.

Provides direct supervision to supervisory and professional staff as well as other administrative support staff, as assigned.

EXAMPLES OF DUTIES

- Plan, organize, direct and supervise all of the staff and functions of the accounting and grant operations; plan, organize and coordinate staff assignments for maximum effectiveness and productivity.
- Perform professional level accounting duties and serve as the District's primary advisor on technical accounting issues; analyze, evaluate and make recommendations concerning sources and amounts of revenue, expenditures and the District's financial position. Serve as consultant to a variety of District personnel on fiscal and accounting matters.
- Supervise the maintenance of records of expenditures and revenue for all funds of the District.
- Ensure that financial record keeping is performed in accordance with federal, state, county, and District requirements and procedures.
- Prepare periodic financial statements and reports utilizing statistical research and analytical studies.
- Supervise preparation of monthly, quarterly, and annual reports for all federal and state agencies and District projects.
- Plan, schedule and coordinate annual District external audit; provide financial information required for the yearly audit.
- Lead the District's response to audits by state and federal agencies; keep apprised of changes in state and federal laws and reporting requirements
- Review and appraise the District's systems of internal control; prepare and report on deficiencies, as needed; write various internal control procedures to support Board policy.
- Ensure overall compliance with all governmental agencies impacting District operations, e.g. US Department of Education, State Chancellor's Office, etc.; prepare state reports, as needed
- Monitor and track the weekly accumulation of Full-time Equivalent Student (FTES) as a basis for state funding; regularly work with colleges to ensure the accuracy of the data; prepare projections related to District's enrollment; submit required reports to the state.
- Evaluate the performance of the accounting and grant staff in accordance with District guidelines and collective bargaining contract; provide technical direction and guidance; select and train personnel.
- Assist staff in developing solutions to technical problems and with accounting procedural questions; review staff work for accuracy and compliance with District policies.
- Plan, organize, and conduct in-service and training programs in preparing and maintaining fiscal and statistical records and reports.
- Perform other duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of Generally Accepted Accounting Standards
- Principles and practices of accounting, auditing, governmental accounting and budgeting within the California community college finance environment.
- Preparation of financial statements and comprehensive accounting reports
- State and Federal rules, regulations, laws and statues relating to grants, and related reporting requirements, auditing principles and practices.
- Good knowledge of District's organizational structures and functions and related internal controls
- Knowledge of applicable financial related computer software and statistical computer-based record management systems.

Ability to:

- Interpret and effectively communicate accounting and budget control related policies, regulations and guidelines.
- Prepare, analyze and interpret financial and statistical reports, documents, and accounting records.
- Analyze situations and make sound judgments and decisions often under the pressure of time; maintain confidentiality of specified records and reports.
- Assign, monitor and evaluate the work of others.
- Establish and maintain cooperative and effective working relationships. Analyze situations accurately and adopt an effective course of action.

Licenses and Certificates:

Possession of a valid California Motor Vehicle Driver's License.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

The combination of education, experience and/or training that will provide the above-required knowledge, skills and abilities is qualifying. The pattern that provides the knowledge, skills and abilities is:

- **Education:** Equivalent to possession of a Bachelor's degree with emphasis in accounting or audit, or higher degree in business, or accounting, or closely related fields
- **Experience:** Four years of increasingly responsible experience in general accounting and auditing, preferably in a higher level educational setting.

Class Adopted: 6/13/2018