



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Accounting Supervisor	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	30	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	Comptroller or designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Accounting Supervisor plans, organizes, directs, and supervises the fiscal activities for the Shasta College Business Office. The Accounting Supervisors assures compliance with District policies, procedures, and accounting principles. Employees in this classification train, coordinate, supervise, and formally evaluate the work of assigned employees. This job class exercises responsibility for the planning, assigning, and supervising the work of Accounting Technicians and the workflow of the Business Office. Employees in this classification receive minimal supervision within a framework of laws, regulations, policies and procedures. The job class functions at a full supervisory level, is overtime exempt, and requires effective organization, problem-solving, and decision-making skills.

TYPICAL DUTIES

Essential Functions:

- Plans, organizes, and supervises fiscal operations of the District's Business Office, ensuring compliance and timely and accurate processing of transactions.
- Assists in developing and implementing new or revised District accounting and fiscal policies and procedures; assures the preparation of regular and special fiscal reports and review for accuracy and compliance; prepares a variety of detailed and complex analytic and informational reports.
- Assists in developing and implementing controls for fiscal accountability; assists administrators and other District personnel with District business processes; assists in developing new financial procedures.
- Plans and organizes tasks for maximum effectiveness and efficiency; coordinates assignments with staff; assigns work to facilitate the continuous workflow of the Business Office. Develops and maintains a cross-training program for accounting staff to ensure appropriate coverage and back-up for all functions within the Business Office.
- Assists in selecting permanent staff; training, developing, supervising, and evaluating assigned personnel; recommending disciplinary action as necessary; providing technical

POSITION DESCRIPTION**POSITION TITLE: Accounting Supervisor**

direction and guidance, resolving technical problems and/or procedural questions; monitoring and reviewing staff work for accuracy and compliance with district policies, practices and procedures; preparing written performance evaluations regarding subordinates; and counselling and advising staff as needed.

- Analyzes, prepares, and reviews data for financial reports; prepares, analyzes, and monitors staff development of required reports; analyzes monthly general ledgers; prepares journal entries for District; reviews, approves, and posts journal entries prepared by subordinates and others; performs technical accounting functions to close books at the District's fiscal year end.
- Prepares monthly cash reports, quarterly 311, annual 311, and enrollment revenue reports for the Board of Trustees; assures compliance in reporting with State and District policies and procedures.
- Serves as a resource to outside agencies, assigned personnel, other district employees, and students to provide information or research and resolve problems related to the Business Office; provides and/or coordinates training and training materials for Business Office procedures to all financial system users.
- Performs or delegates the duties of subordinates as necessary to assure the timely preparation and/or processing of reports, payments, and other accounting functions.
- Balances assigned District bank and investment accounts; reviews bank reconciliations prepared by others; reconciles District accounts with the County Auditor and Treasurer; reviews documentation and prepares electronic banking transactions with the County and other banks.
- Reviews and approves District purchase orders, ensuring the proper account coding and verifying supporting documentation; supervises accounts payable ensuring the proper coding, authorization, and timely issuance of warrants to vendors.
- Reviews and approves District budget transfers, ensuring proper account coding and verifying availability of funds; sets up new accounts following the Budget and Accounting Manual guidance.
- Establishes and maintains recordkeeping for District accounting transactions; implements and manages electronic document storage processes.
- Establishes and maintains professional working relationships with management and staff in all District departments and division and a wide variety of external stakeholders.
- Performs related similar to the above in scope and function.

EMPLOYMENT STANDARDS*Knowledge of:*

- Principles, practices, terminology, and organizational structures used in accounting, auditing, and financial work, including governmental and community college fiscal procedures.
- Chancellor's Office Budget and Accounting Manual.

POSITION DESCRIPTION**POSITION TITLE: Accounting Supervisor**

- District organization, operations, policies, and procedures related to the Business Office.
- Principles of effective financial management and record-keeping procedures.
- Laws, regulations, and policies governing the fiscal requirements of various State and federal agencies impacting California community colleges.
- Principles of effective staff management and leadership.

Ability to:

- Analyze financial and accounting data and prepare fiscal reports in accordance with established accounting regulations and standards.
- Learn, interpret, and successfully apply District policies, procedures, rules, and regulations.
- Analyze problems, determine effective solutions, and take independent action to achieve desired results.
- Research and analyze information and data, make recommendations, and prepare and present clear and concise reports.
- Apply, interpret, and explain applicable policies, procedures, and regulations for a wide variety of stakeholders.
- Communicate effectively, orally and in writing.
- Complete routine mathematical calculations quickly and accurately.
- Develop, implement, supervise, and revise work and task schedules to consistently meet established timelines.
- Operate standard office equipment and computers and learn and use software applications such as Microsoft Office programs, Access, Colleague, and other programs.
- Organize, direct, and evaluate the work of others.
- Prepare clear, accurate, and timely financial statements and reports.
- Plan, direct, and manage daily staff activities in a financial services and accounting office.
- Establish, organize, and maintain confidential files, records, and information.
- Provide guidance and direction on a wide variety of financial and accounting related policy and legal compliance matters.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
- Work independently with little or no supervision.

POSITION DESCRIPTION

POSITION TITLE: Accounting Supervisor

QUALIFICATIONS

Education Required:

- Bachelor’s degree from an accredited institution with a major in accounting, business or public administration, or related business field or the equivalent; or,
- Associate’s degree in accounting, business administration or a related business field and the required related experience.

Experience Required:

- Two years of increasingly responsible professional level experience in an accounting department
- For Associate’s degree holders, five years of increasingly responsible professional-level governmental accounting experience, with a minimum of two years of supervisory experience.

APPROVALS

Date Created/Revised: 5/2019

Cabinet Reviewed: 5/2019

Board Approved: 6/12/2019

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)