



Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CONFIDENTIAL, MANAGEMENT, SUPERVISORY POSITION

POSITION:	Accounting Supervisor (CMS)	Full time, 12 months
WORK SCHEDULE:	Monday – Thursday: 7:30am – 6:00pm Friday: 7:30am – 11:30am (Hours not to exceed 40 hours per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)	
SALARY:	Range 25, \$5,385.59/mo. + benefits	
DEADLINE:	July 1, 2019	
START DATE:	Estimated August 2019	

BASIC FUNCTION:

Under the general direction of the Controller, assists in the preparation of financial statements, accounting documents, reports and various analyses; serves as the accounting liaison with various levels of District staff regarding assigned accounts. Performs advanced level accounting including technical and complex calculations, research, process development and training typically in the general area of accounting. Performs complex reconciliations, assign, and review the work of subordinate staff. The role requires frequent collaboration with multiple district employees in varied departments for the mutual effort of advancing college purposes through the stewardship of resources. The level of expertise and breadth of responsibility is such that providing guidance and training to cohorts is a routine part of the workweek. Requires exceptional organization and communication skills as well as knowledge of established accounting principles to a wide variety of fiscal issues. Hires, trains, supervises, and evaluates assigned personnel. Performs other related responsibilities as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Plans, organizes, and directs accounting and record-keeping activities including general accounting and accounts payable functions. (E)
- Assists in the financial closing process. (E)
- Conducts yearend training and training to District for accounting functions.
- Records, maintains and inspects financial documents and transactions in the college's accounting system typical to the role of an accountant. (E)
- Interprets guidelines & ensures the accounting and use of resources are in compliance with GAAP, GASB, federal accounting & requirements as set forth from governing authorities and administering agencies. (E)
- Performs and analyzes moderate to advanced technical calculations & reconciliations, identifying cause of discrepancies and corrective measures. (E)
- Assists in the development of revisions to accounting systems, procedures and forms.
- Serves as liaison to district employees on accounting and compliance matters.
- Supports managers & directors across the District by assisting with preparing standard and non-standard reports, including financial information that spans over multiple years for numerous programs.
- Assists in the development of streamlined procedures to facilitate the distribution of financial information between the District's business office and departments.
- Assists in the development and implementation of tracking methods for district match requirements.
- Conducts expenditure analysis and audits to ensure full reimbursement of district's costs in association with special funding. (E)
- Initiates draw down of federal and state monies due to the District. (E)
- Performs and reviews reconciliations of various accounting functions. (E)

REPRESENTATIVE DUTIES: Continued

- Prepares and assists in preparation of financial statements and financial reports. (E)
- Reviews general and operating ledgers for accuracy; performs correcting entries when necessary. (E)
- Communicates with vendors, employees, and students to resolve issues and obtain information.
- Recommends policy and procedural changes; performs internal audits; inspects categorical fund activities, purchase orders, encumbrances and disencumbrances.
- Trains personnel and monitors and adjusts workflow assignments; supervises general accounting and accounts payable personnel assuring compliance with District, County, and State requirements. (E)
- Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Bachelor's degree in accounting or related field and four years of responsible financial record-keeping work experience in an automated accounting environment, or in lieu of a bachelor's degree, an associate's degree and an additional four years of relevant work experience. At least one year of experience in a lead or supervisory capacity is preferred.

KNOWLEDGE OF:

- Accounting, budgeting and auditing principles, practices and procedures.
- GASB, GAAP, and federal accounting requirements
- Financial and statistical record-keeping techniques.
- Preparation of comprehensive accounting reports.
Principles and practices of supervision and training.
Modern office practices, procedures and equipment.
- Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and applicable software. District organization, operations, policies and objectives. Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Plan, organize and direct accounting record-keeping activities.
Train, supervise and evaluate assigned personnel.
- Maintain and audit fiscal records and accounts in a school district.
- Perform difficult and complex accounting work in the preparation, maintenance and review of District financial records, accounts and reports.
- Assure compliance with applicable District policies, procedures and governmental regulations. Apply applicable sections of State Education Code and other applicable laws.
- Balance accounts and reconcile bank statements.
- Interpret, apply and explain rules, regulations, policies, procedures and governmental regulations. Operate a variety of office equipment such a computer, calculator, typewriter and copier.
- Establish and maintain cooperative and effective working relationships with others. Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
Work independently with little direction.
- Coordinate and monitor clerical accounting assignments and activities.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Supervises and directs District accountants and accounts payable accounting technicians.

CONTACTS: Administrators, department chairs and deans, students, vendors, government agencies, and co-workers.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting; minimal dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods at a keyboard.

WORKING CONDITIONS:

Normal office environment.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. HR Office Hours: Monday -Thursday 7:30am-6:00pm and Friday 7:30am-11:30am.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Confidential, Management, Supervisory Application*
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts: If college-level coursework or a degree **IS** required in the job announcement under "Education and Experience":
 - a. Submit transcripts of all college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
 - b. No copies of degree/diplomas will be accepted as proof of college education.
 - c. Official documents will be required if the candidate is offered the position.
 - d. If "coursework" requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.

The application must be filled out completely and signed. Do not indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

**Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted**

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.