

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### ACCOUNTING/BUDGETING SUPERVISOR

Salary Range 25

(Changes made on 9/30/10)

#### BASIC FUNCTION:

Under the direction of the Director of Business Services, plans, organizes, interprets and directs accounting, budget and record-keeping activities including, cashiering and other accounting functions; prepares and assists in the preparation of financial statements, budgetary documents, reports and various analyses; serves as budget liaison with various levels of District staff regarding assigned budgets; 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 cashiering and other accounting functions. (E)
- Performs and reviews reconciliations of various accounting functions. (E)
- Collects and reviews mandated cost submissions. (E)
- Prepares and assists in preparation of financial statements, statistical reports, and budget summaries. (E)
- Prepares federal and state payroll tax returns, state annual budget, and financial reports. (E)
- Reviews income/expenditure /budget data for campus programs and corrects errors and discrepancies. (E)
- Meets with administrative staff to formulate initial budgets. (E)
- Develops, prepares, and distributes budget allocations and processes budget revisions. (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. (E)
- Trains personnel and monitors and adjusts workflow assignments; supervises cashiering personnel assuring compliance with District, County, and State requirements. (E)
- Performs other related responsibilities as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: bachelor's degree in accounting or related field and four years responsible financial record-keeping experience in an automated accounting environment; and at least one year of experience in a lead or supervisory capacity.

#### KNOWLEDGE OF:

Accounting, budgeting and auditing principles, practices and procedures.

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, microfiche viewer 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.

Plan and organize work.

Coordinate and monitor clerical accounting assignments and activities.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Supervises and directs assigned personnel.

**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 of time at a keyboard.

**WORKING CONDITIONS:**

Normal office environment.