

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Accounting Services Manager

BASIC FUNCTION: Under the direction of the area Vice President, is responsible for the quality, administration, and maintenance of the District's accounting service operations.

SUPERVISORY RESPONSIBILITIES: Supervises and evaluates assigned staff.

REPRESENTATIVE DUTIES:

1. Plans, organizes and supervises accounting and reporting for the District's Accounting Services including the Grant Accounting, Fixed Assets, Student Accounts RCCD Foundation, Food Services operations, Associated Students of RCC, and Financial Aid accounting.
2. Maintains extensive liaison with Grants and Contracts', Student Services', RCCD Foundation's, Student Financial Services', and Food Services' administrators and staff to assist with financial projections, budget recommendations.
3. Generate RCCD monthly financials statements to be presented to the District's Board of Trustees and other District financial reports such as the 311Q, 311, and the 323 reports.
4. Advises and provides monthly financial reports related to the RCCD Foundation, Food Service operations, Associated Students of RCC and other Accounting Services areas as requested.
5. Attends periodic Resource Committee and Board of Trustees meeting of the RCC District, and Finance and Audit Committee, Executive Committee and Board of Directors meetings of the RCCD Foundation.
6. Supervises the reconciliation process for bank statements, parking permits, ASRCC sales, financial aid disbursements and general ledger accounts, and all other cash receipts received from various departments throughout the District.
7. Supervises and provide oversight for Food Service and Fixed Asset inventories.
8. Supervises and coordinates the year-end closing process for Grant Accounting, Fixed Assets, Student Accounts, RCCD Foundation, Associated Students of RCC, Student Financial Aid, Food Services, all other Accounting Service operations, and other areas as requested.
9. Coordinates with external audit firms and governmental agencies during the conduct of their audits.
10. Supervises and evaluates assigned staff.
11. Establishes goals and objectives for assigned areas of responsibility in concert with the District's strategic master plan.
12. Maintains familiarity with all aspects and procedures of the District's accounting services operations, including compliance with the California Community Colleges Chancellor's Office *Budget and Accounting Manual*.
13. Maintains an understanding of current ideas, research and practices, laws and regulations pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations, including conformity with generally accepted accounting principles, governmental accounting standards and compliance with federal and state regulations.
14. Carries out duties assigned by the District Controller, Associate Vice Chancellor, Vice Chancellor, or designee.
15. Serves as a member of the Management Association.
16. Performs other related responsibilities as may be assigned.

EDUCATION: Graduation from an accredited college or university, with a minimum of a bachelor's degree in business administration, accounting, or a related field is required.

EXPERIENCE: Three years of progressively responsible experience in the area of accounting, or a related field, including at least two years of experience in an administrative or supervisory position is required. Administrative or supervisor accounting experience must include responsibility in at least three areas such as grant accounting, nonprofit, foundation, governmental, accounting practices, financial aid accounting practices, and cash control processes. Experience with computerized financial systems is required. Experience in or knowledge of multi-college California Community College business operations is preferred.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Knowledge of governmental accounting and willingness and ability to perform day-to-day fiscal activities at all levels. An ability to communicate clearly and effectively, work accurately, meet deadlines and provide effective management reporting. Strong skills in interpersonal and group relationships and/or ability to select, train, supervise, evaluate, motivate and lead staff members.

ABILITY TO: Communicate clearly and effectively, work accurately, meet deadlines and provide effective management reporting. Strong skills in interpersonal and group relationships, as well as planning, organizing, and coordinating skills essential to oversee and evaluate a complex and diverse program of accounting services functions; strong analytical skills necessary to draft budgets, monitor expenses, conduct financial research and analysis, identify trends and forecast needs. Ability to select, train, supervise, evaluate, motivate and lead staff members.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, assigned staff, other departmental staff, Finance & Audit & Executive committees, and Board of Directors of the RCCD Foundation.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.