

SUPERVISOR, BUDGET AND ACCOUNTING

DEFINITION:

Under general direction, plans, supervises, assesses, and evaluates activities that ensure the timely preparation and maintenance of the District budget and accounts by coordinating the work of department staff. Supervises maintenance of records and prepares reports related to budget and accounting. Oversees and performs advanced technical accounting and record keeping activities involving preparation, processing and maintenance of the budget and accounts. The position also provides complex administrative support to the supervising administrator of business services.

DISTINGUISHING CHARACTERISTICS:

This position independently performs the full range of budget and accounting supervision and related functions and is responsible for budgets and accounts, training others, coordinating the tasks of staff, auditing, and making general ledger adjustments.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Demonstrate effectiveness in supporting the allocation of resources to serve students from first and 1.5-generation and/or historically underrepresented groups as they pursue their academic goals.
- Assist Gavilan College in efforts to increase student success through fiscal management practices which prioritize the development and implementation of equity-minded best practices and programs.
- Supervises and participates in the processing of budgets and accounts including computation, subtraction of appropriate deductions, arranging for disbursements, and preparation of required reports.
- Assures budget timelines are met, maintains accounting controls, and assures proper procedures, policies, rules, and regulations are applied to budget and accounting activities. Checks budget and accounts for compliance with rules, regulations, and policies.
- Provides leadership in the new and emerging technologies in budget and accounting.
- Leads, supervises, trains, and evaluates assigned personnel. Certifies budget and accounts. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures.
- Responsible for insuring accuracy of print and online publications related to the area of responsibility.
- Ensures accurate reporting of federal, state, and special fund contributions.
- Supervises, analyzes, and processes accounts payable and receivable documents relating to budget, insurance, and other benefits. Oversees, reconciles, prepares, and disburses payments for retired employee benefit plan elements.
- Maintains absence and sick leave records for all employees and prepares and distributes sick leave balance forms for each classified employee. Prepares a variety of reports.

- Provides information and interpretations to employees concerning district and department budget and accounting.
- Coordinates and participates in activities connected with the conversion, development, and maintenance of budget and accounts.
- Prepares and maintains appropriate accounting adjustments involving posting journal entries and transfers and balancing to general ledger.
- Develops and monitors budgets and maximizes financial resources.
- Participates on and chairs committees, task forces, and special assignments.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Applicable college policies; federal, state and education codes, laws, and regulations; and requirements pertaining to budget and accounting.
- General accounting and bookkeeping practices and procedures including knowledge of district and county requirements.
- Standard office equipment including calculators, computers, and copiers.
- Budget and Accounting processes and reporting systems.

Skill in/Ability to:

- Interpreting and applying regulations and policies.
- Data base, reporting software, advanced spreadsheet design and word processing.
- Fast and accurate alpha-numeric data entry.
- Performing arithmetic calculations rapidly and accurately.
- Exercising independent judgment in identifying and resolving budget and accounting problems.
- Organizing work to meet strict deadlines and perform unexpected tasks.
- Establishing and maintaining effective working relations with those contacted in the course of the work.
- Maintaining confidentiality of district budget and accounting information.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A Bachelor's degree or equivalent and completion of college level coursework in accounting, and five years' experience administering all phases of budget and accounting systems and applying federal, state, and local regulations. Experience in a California community college educational institution is desirable.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision sufficient to read computer screens, and handwritten and printed documents; manual

dexterity to operate keyboards and manipulate papers; speech and hearing to obtain and relay information; bending and reaching to obtain or replace files and records. This work is performed indoors in a typical office environment.