

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: ACCOUNTING SUPERVISOR, BUSINESS SERVICES**

**U220.100**

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**BASIC FUNCTION:** Under the direction of the Director of Business Services, coordinates and directs the work of professional and technical staff. Assist with the direction and supervision of Business Services programs and services. Perform a full range of responsible, varied and complex fund accounting, revenue reconciliation, and reporting functions of the District's Business Services Department requiring confidentiality and professionalism, including but not limited to the day-to-day operations of the department, providing administrative oversight and support for fiscal services. Provide office coordination and scheduling as well as the direct supervision of assigned staff ensuring compliance with applicable policies, procedures, and regulations.

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**REPRESENTATIVE DUTIES:** *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*.)*

- \*1. Assist the Director in the overall management and administration of assigned operational activities and services of the Business Services Department ensuring compliance with applicable policies, procedures and regulations.
- \*2. Assist with the daily operations of the Business Service Department and provides administrative and accounting oversight for assigned programs and services.
- \*3. Assist the Director, Business Services with the financial projections, preparation of revenue and expenditure forecasts, financial statements for annual and/or multi-year budgets and periodic budget status report briefing; develops and analyzes projection and variance reports in accordance with federal, state, local government, management, administration and Board of Trustees.
- \*4. Coordinate month-end and year-end close processes and assists with the preparation of the year-end financial statements in accordance with fund accounting standards, Generally Accepted Accounting Principles (GAAP), and Government Accounting Standards Board (GASB).
- \*5. Prepare a variety of required quarterly and annual financial reports including the Integrated Postsecondary Education Data System (IPEDS) reports for review and approval of the Director, Business Services and Executive Management.
- \*6. Provide supervision, training, and evaluation of assigned staff. Effectively communicate performance expectations, counsel employees, address performance concerns through established District policy and procedure in accordance with the collective bargaining agreement.
- \*7. Recommend and implement techniques to improve department procedures and practices, increase efficiency, maintain currency in best practices, keep abreast of current trends and practices in the field by participating and attending outside budget and financial workshops, seminars, training sessions, and/or meetings to stay informed of new regulations, information, and developments.
- \*8. Assist program managers with interpreting and evaluating the provisions of grant and categorical program funding to ensure compliance.
- \*10. Interprets new categorical program parameters including compliant expenditures and District match. Advises managers on the requirements and parameters of financial awards, budgets, expenditures, and reporting requirements in accordance with the financial award.
- \*11. Serve as a key resource and represents the District's financial interests in the competitive grants development process by providing guidance and insight to appropriate District management and staff.
- \*12. Interpret federal, state, and local regulations and guidelines and ensures compliance with requirements; makes recommendation to update and revise procedures and reporting as necessary.
- \*13. Participate in periodic internal audits of various funds and records; identifies and resolves deficiencies and irregularities; modifies policies and procedures as needed. Makes recommendations to senior management and/or administrators to update current policies and procedures.
- \*14. Provide technical expertise, advice, and direction to other department staff and District personnel; serve as a liaison and support to college accounting operations.
- \*15. Maintain current knowledge of federal, state and local laws, rules and regulations related to fiscal operations.
- \*16. Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
- \*17. Communicate with various District and college personnel, vendors, and outside agencies to provide high-level financial analysis, ad hoc financial reports and recommendations.
- \*18. Oversee program managers' processing of expense reclassifications, accuracy of budget changes, grant amendments/extensions, deferred revenue entries, invoices for reimbursable grants, and District match documentation and tracking.
- \*19. Reviews accuracy of invoices prepared for reimbursable grants.
- \*20. Participate in the recruitment, screening, and hiring process in accordance to District policies and procedures.

- \*21. Plan, assign, and coordinate work activities according to employee classification. Provide mentoring, training, and professional development opportunities for assigned staff.
22. Attend and participate in a variety of assigned meetings throughout the District and college community on behalf of the Business Services Department.
23. May act on behalf of the Director, Business Services in his/her absence regarding specific assignments.
24. Perform related duties as assigned or required within the scope of the position.

**MINIMUM QUALIFICATIONS:****● EDUCATION AND EXPERIENCE:**

- Bachelor's Degree\* in accounting, finance, business administration or related field with an emphasis in accounting from an accredited institution. **AND**
  - Five (5) years of experience in a position directly related to the duties and responsibilities of this class.
  - **Or** any combination of education and experience that would provide the required equivalent qualifications for this position.
- \* Bachelor's education equivalency equals two years of increasingly responsible work experience for each full year (24-30 units) of college.*

**● CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- May require a valid driver's license throughout duration of employment with the District.
- Some travel may be required.

**DESIRED QUALIFICATIONS:**

- Lead or Supervisory experience
- Experience working with Datatel/Colleague or another ERP system

**KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)**

**Knowledge of:** Government Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP) auditing principals, practices, and procedures; financial analysis and research procedures; District organization, operations, policies, procedures, rules, and regulations; California State Education Code; state budget and accounting policies and other applicable laws; educational or public sector environment; federal, state, and local laws affecting the accounting and financial systems of the District; principles, practices, procedures, and theories of accounting with emphasis on systems design and analysis; accounting, budget preparation and control; automated accounting computer systems, applications, and hardware in the management of accounting systems; oral and written communication skills. principles, practices, and procedures of auditing; banking and investment policies, regulations and practices; current trends and developments in accounting and related fields; research, statistical, and forecasting methods used in accounting analysis and management; principles of business, public administration, supervision, and training; modern office technologies, leadership, supervisory, and managerial concepts and principles; operation of computer software and related programs; operation of modern office equipment.

**Ability to:** Perform the essential responsibilities and work tasks of the position; perform high level professional accounting work in the analysis, maintenance, and auditing of accounts affecting District-wide operations; maintain accurate, financial, and statistical records; make sound educated business and fiscal decisions based on District policies, procedures, and best practices; ensure compliance with applicable District policies, procedures, and governmental regulations; plan, coordinate, execute, and evaluate solutions to complex accounting procedures, and/or problems; reconcile, balance, and audit records and accounts; manage a busy and fluctuating and/or heavy workload; perform required mathematical and financial accounting calculations rapidly and accurately; train and mentor assigned staff and other District personnel in specialized accounting practices and procedures; analyze and evaluate work methods; prepare clear concise instructions, manuals, reports, and accounting statements; communicate complex financial and accounting concepts effectively in oral and written presentations; maintain and meet scheduled deadlines; develop and implement comprehensive accounting systems and procedures; apply research, analytical and auditing techniques for the resolution of complex accounting problems; effectively utilize computer equipment and software in the performance of duties; analyze accounting data and practices and apply pertinent laws, regulations, and principles; work independently on assigned projects; provide leadership, guidance, and technical assistance to assigned staff and other departmental personnel throughout the District; train, mentor, supervise, and evaluate assigned staff; foster a team-oriented, collaborative, and positive work environment; incorporate and perform conflict resolution best practices; provide presentations to a wide audience with varied understandings of accounting processes and budget updates and forecasts; establish and maintain cooperative working relationships with those contacted in the course of work; demonstrate understanding of, sensitivity to, and respect for the diverse academic socio economic, ethnic, religious, and cultural backgrounds disability, and sexual orientation of community college students faculty, and staff.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provides direct supervision to assigned departmental staff.

**PHYSICAL EFFORT:**

- Normal office environment.
- Hearing and speaking to exchange information in person or through remote technology such as Zoom, telephone, or other technological resources.
- Dexterity of hands and fingers to operate a computer keyboard.
- Vision sufficient to read a variety of materials or computer.
- Sitting or standing for extended periods of time.
- Bending at the waist or kneeling to retrieve a variety of files or office equipment.
- Lifting and/or carrying objects up to 20 pounds

**CONTACTS:**

Faculty, staff, administrators, students, and the general public.

**WORKING CONDITIONS:**

Work is performed in an office environment with minimal exposure to health and safety considerations. Subject to constant interruptions and frequent interaction with other. May require off-site duties and activities.

**NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS**

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.