

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: District Manager, Accounting

Department: Fiscal Services

POSITION PURPOSE

Under general direction, the District Manager, Accounting, plans, develops and organizes the operations of the District Accounting Office; ensures that District and College budgets are implemented and managed as approved; provides detailed and high-level professional fiscal analysis reports in support of the District's financial management; produces accurate and timely general ledger, accounting and budget reports; ensures prompt payment of invoices; documents transactions in accordance with regulations and policies; implements financial management processes including accounting controls, preparation of financial performance statements, auditing and supervising staff engaged in a variety of business transactions; performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification, and assigned duties may include work that is similar, related or a logical assignment to this class.

1. Plans, develops, and organizes the daily operations of the District Accounting Office in the preparation of financial performance statements for campus and District operating budgets; maintains control of college appropriations in accordance with adopted budgets; authorizes, monitors and controls expenditures to ensure appropriate budget administration including the prompt payment of invoices; coordinates fiscal activities between college business offices, District business and fiscal offices.
2. Manages, reviews and evaluates the work and performance of assigned professional and para-professional accounting employees and other staff; interviews and participates in selecting employees; trains, counsels, and disciplines personnel according to established policies and procedures.
3. Participates in developing and implementing the department's facilities and maintenance policies, procedures and priorities; provides input into budget development and monitors and approves expenditures in accordance with established policies and procedures.
4. Reviews and approves the work of professional and technical staff involved in accounts receivable, accounts payable, and student accounting; evaluates workflow between colleges and the District Accounting Office, operations and activities and recommends and implements improvements and modifications; ensures staff understands and complies with established departmental policies, regulations, and procedures.
5. Performs the more complex accounting, financial and statistical analyses and develops schedules and financial statements; advises and consults with management concerning the accounting and financial implications of existing and projected activities; prepares, reconciles, reviews and approves financial documents and transactions in accounting systems, budgets and budget transfers; creates or reviews complex billing statements and invoices; stays abreast of changing regulatory and reporting requirements.
6. Monitors general fund, categorical and restricted program expenditures throughout the year; monitors and analyzes revenues and expenditures; ensures charges are made to appropriate accounts and comply with applicable state, federal and District requirements; prepares, reviews and approves budget adjustments and expenditure transfers; researches, analyzes and compiles financial data for studies and special projects.

7. Oversees and participates in approving purchase requisitions for appropriateness and budgetary compliance; verifies completeness and conformance of requests and processes requests for purchase; receives, reviews, and approves requests for checks, warrants, claims, and reimbursement for expenses.
8. Performs continuous internal audit of college financial data and documents to ensure accuracy, completeness and compliance with District policies and procedures and applicable government regulations; develops and maintains records of transactions to support internal and external audits; reviews and verifies the financial activities of College Business Offices and assigned departmental staff.
9. Develops, delegates, and maintains processes for disbursement of financial aid awards; establishes, implements, and monitors detailed college accounts and records involving disbursement, accounting, and reporting of funds including the issuance of student loans, financial aid grants, external agency scholarships, and other revolving funds.
10. Leads, monitors, and maintains detailed college accounts and records in enterprise financial systems; coordinates Accounting Office technology improvements with college and District information technology staff; develops and supervises the provision of technical assistance for college staff in the use and application of financial accounting and reporting systems.
11. May serve as authorized signer on District accounts with banks, grants and other enterprise partners; communicates, investigates and resolves issues on behalf of the District Office in matters pertaining to payments and disbursements.
12. Oversees the functions related to other post-employment benefits (OPEB) including insurances and pension programs; receives and reconciles withholdings, invoices/statements and approves wire transfer payments to third-party retirement benefits providers and other vendors; organizes claims and debt service activities for the District.
13. Contributes to and assists in developing and administering the department budget; supports fiscal management by providing information and consultation on issues, designing reports, forms, charts, or spreadsheets as requested.
14. Trains and advises administrators and staff on budgetary, accounting, compliance matters, District policies and regulations, and governmental statutes; provides technical expertise to administrators and assists in resolving budgetary issues and conflicts; responds to questions from management, administrators and campus staff regarding business services activities operations, rules and regulations.
15. Serves on committees and assists with District, local, regional, state and national conferences, meetings, workshops and training seminars.
16. Contributes to, and assists with, presentations to the Board of Trustees and to other board-level groups.
17. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and procedures of general and governmental accounting, including methods of financial accounting, control and reporting, preferably in a community college environment.
2. Management of accounting and financial operations including the review, maintenance and adjustment of funds, accounts and budgets to produce accurate financial and statistical records.
3. Preparation of financial statements and related comprehensive reports.

4. Generally Accepted Accounting Principles (GAAP), Governmental Accounting and Financial Reporting Standards (GASB Statements), California Community College Budget and Accounting Manual (BAM), and other standards and requirements applicable to community colleges.
5. Principles, practices and procedures of internal control and audit.
6. Practices, procedures, techniques and strategies for determining operational effectiveness.
7. Principles and practices of categorical fund and grant accounting, tracking and reporting.
8. Financial aid and scholarship laws, policies and procedures.
9. Post-employment benefits program administration.
10. Research and statistical methods used in accounting analysis and management.
11. Data processing applications.
12. Federal, state and other applicable laws and regulations and District policies and procedures governing Fiscal Services including applicable sections of California Education Code and Title 5.
13. Principles and practices of effective supervision and leadership.
14. Principles, practices, methods and techniques of program analysis, and planning and management as applicable to assigned area.
15. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
16. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize and approve work completed by District Accounting Office staff.
2. Prepare clear and accurate financial reports and statements.
3. Use enterprise software and data systems for accounting, budget management and reporting.
4. Implement Fiscal Services policies and guidelines.
5. Manage, supervise and train employees in accounting and accounts payable practices.
6. Provide support to the director and senior management in ensuring compliance with program financial, legal and administrative requirements.
7. Select appropriate methodologies and perform complex mathematical and statistical calculations.
8. Collaborate with colleges, administrators and other stakeholders to provide technical advice and counsel to develop solutions for financial accounting, reporting and other issues.
9. Present solutions to management with confidence and effectiveness.
10. Determine work priorities and analyze situations using sound judgment in applying policies, rules, regulations and standard operating procedures.
11. Build and foster knowledgeable, cohesive and effective work teams.
12. Establish and maintain cooperative and effective working relationships with others.
13. Operate a computer, assigned office equipment and standard business and financial management software and applications.

Education and Experience:

1. Bachelor's degree from an accredited institution in accounting, finance, business administration or a related field.

2. Five years of increasingly responsible accounting and budgeting experience, including two years of supervisory experience.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

Prior experiencing administering accounts and budgets in a higher education institution.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is primarily in a stationary position and is required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, the employee is regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/9/2025

Salary Range: M-20

EEO Category: 2B2- Other Professionals