



Classification Description

Job Title: Assistant Director, Accounting Services

Pay Grade: 119

Job Code: 4104

FLSA Status: Exempt

Job Purpose

The Assistant Director of Accounting Services supports the Director of Finance and Accounting with hands-on leadership and assistance to the accounting and financial services team. As a hands-on leader, the Assistant Director will directly lead and participate in, among other activities, the accounting, compliance, internal and financial controls, financial reporting, and accounts payable activities of the College. The position reports directly to, and serves as a back up to, the Director of Finance and Accounting.

General Responsibilities

Essential Functions

Performs high level accounting duties and complex financial analyses. Maintains knowledge of GAAP, GASB, cash and accrual-based accounting, financial statement preparation, and fixed asset accounting methods.

Directly supervises the activities of accounts payable, travel/P-card, fixed asset/construction, and Accountant II staff in a manner that ensures that policies and procedures are followed. Plans and directs the recruitment, training and development of subordinates for areas of responsibility. Provides leadership and direction for all assigned staff.

Works with the College's IT department to coordinate any testing necessary to update the Banner system for the accounts payable, travel, and fixed assets functions.

Verifies accuracy and coordinates activities involved in both the monthly and annual preparation of various financial documents, reports, and federal/state tax information reporting including, but not limited to, State Sales Tax Returns, Federal Form 1099, and State Schedule of Abandoned Property.

Provides guidance and training to College faculty, administrators, and staff in the application and explanation of relevant laws, regulations, and policies related to the accounts payable and travel functions. Assists other staff in the department in determining the proper treatment of unusual accounting transactions that may arise to ensure all accounting practices comply with legal guidelines, state statute and established accounting principles.

ASSISTANT DIRECTOR, ACCOUNTING SERVICES

Oversees accounts payable and travel/P-card year-end closing procedures and assists in detailed and comprehensive audits of financial operations and identify solutions to rectify issues or discrepancies as they arise.

Oversees the maintenance of the fixed asset depreciation tables ensuring depreciation is accurate and timely.

Ensures the physical inventory of the College is maintained and accounted for each year.

Collaborates with Director regarding Board items related to areas of responsibility.

Reconciles general ledger accounts and account analyses for review by the Director; prepares department and College-wide ad hoc reports as needed; assists in detailed and comprehensive audits of financial operations; and assists in the development of the Annual Financial Report (AFR), MD&A and notes.

Develops and maintains College Operating Procedures for assigned areas and ensures compliance with local, state and federal regulations for area of responsibility.

Provides oversight and monitoring of College scholarship awards and reconciliations. Draws necessary cash on federal and state awards, as needed. Directs staff in the preparation of all scholarship reports.

Functions as department liaison to Financial Aid in order to monitor and assist with scholarships awarded. Responds to their requests and emails as needed. Assists with completion of annual Fiscal Operations Report & Application to Participate (FISAP).

Prepares monthly reconciliation of all federal awards received through the Dept of Education's G5 payment system to the College general ledger and Financial Aid system. Reviews and audits reconciliations prepared by Financial Aid to ensure they are accurate, and in balance with monthly reconciliation.

Reviews monthly scholarship report and prepares and enters journal voucher to transfer funds as needed. Researches and resolves any issues with scholarship funds.

Evaluates all federal cash needs weekly; prepares cash draw request, as needed.

Acts as the point of contact for College banking. Prepares account transfers and wires for approval and release by Director. Submits weekly ACH and positive pay files to bank in AP Supervisor's absence, and resolves any issues that arise with banking.

Works with both state and external agency auditors. Provides necessary information and answers audit questions, as requested.

Assists in maintaining the general and subsidiary ledgers as well as the development and refinement of database software. Audits and ensures data integrity and performs accounting functions required to correct or maintain data. Recommends and assists with the implementation of accounting practices, internal controls, Banner processes, College policies and procedures while supporting continual efforts in creating efficiencies and ensuring compliance.

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Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in finance, accounting, business or related field.

Five (5) years full-time professional work experience in accounting, financial analysis, budgets or related field, to include a minimum of two (2) years supervisory experience.

Demonstrated knowledge of GAAP, GASB, cash and accrual-based accounting, financial statement preparation, and fixed asset accounting methods.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

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Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.
Approved:	September 1, 2009. Revised: May 2, 2018, February 12, 2021, November 30, 2021. Revised: July 1, 2023.