

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Manager, Campus Accounting	Range: 16 (CL)	
Date Revised:	June 19, 2008	Date Approved:	September 1986
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the chief business officer, this position is responsible for performing a variety of responsible duties related to the management of campus budget and fiscal operations.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs accounting functions for a variety of assigned funds and accounts; reviews financial transactions and records to assure solvency and compliance with District procedures and Generally Accepted Accounting Principles.
2.	Participates in the preparation of assigned campus budgets; monitors expenditures and other account activities.
3.	Directs the collection, accounting and disbursement of fees and other monies in accordance with established policies and procedures; monitors cash balances and manages the short and long-term investment of funds.
4.	Assists in the management of business activities related to campus athletic programs and auxiliary services.
5.	Analyzes and reviews accounting procedures and processes; formulates and implements changes and revisions as needed to assure effective and efficient operations.
6.	Performs fiscal and administrative analyses to evaluate operational effectiveness; provides assistance and technical expertise to campus and District personnel.
7.	Directs the preparation, distribution and interpretation of financial statements and reports; prepares and reviews financial documents including vouchers, billings, bank statements and others; reconciles accounts and post entries to general ledgers.
8.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
9.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
10.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
11.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Manager, Campus Accounting maintains frequent contact with various departments, staff, and outside agencies.

EDUCATION AND EXPERIENCE

Required Qualifications

Any combination equivalent to a bachelor's degree in accounting, business, public administration, economics or related field and three years of responsible accounting and cash management experience, preferably in a public entity.

Desirable Qualifications

Experience working in a community college or school district business office environment.

Familiarity with the Banner Finance system.

Experience working with individuals from diverse academic, socioeconomic, cultural and ethnic backgrounds.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of generally accepted accounting principles as they relate to governmental agencies

Knowledge of California Education Code and Title 5 requirements relating to budget and accounting

Knowledge of the Community College Budget and Accounting Manual

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Knowledge of record keeping procedures

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to develop and implement policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

Strong Analytical and computational skills

SPECIAL REQUIREMENTS

None

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WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.
