

SUPERVISOR, ACCOUNTING & BUSINESS SERVICES**GENERAL DESCRIPTION OF CLASS:**

Under the direction of an assigned administrator or manager, coordinates and directs the work of professional and technical staff; assists with the direction and supervision of Business Services programs and services; performs 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; provides office coordination and scheduling as well as the direct supervision of assigned staff to ensure compliance with applicable policies, procedures, and regulations.

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 *.

BASIC FUNCTION:

The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Assists the Director in the overall management and administration of operational activities and services of the Business Services Department, ensuring compliance with applicable policies, procedures, and regulations. *
2. Plans, organizes, and supervises the daily operations of the Business Service Department and provides administrative and accounting oversight for assigned programs and services. *
3. Prepares financial projections, revenue and expenditure forecasts, financial statements for annual and/or multi-year budgets, and periodic budget status report briefings; develops and analyzes projection and variance reports in accordance with federal, state, local government, management, administration, and Board of Trustees requirements. *
4. Coordinates and executes 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. Prepares a variety of required quarterly and annual financial reports, including the Integrated Postsecondary Education Data System (IPEDS) reports, for review and approval by the Director, Business Services and Executive Management. *
6. Provides supervision, training, and evaluation of assigned staff; effectively communicates performance expectations, counsels employees, and addresses performance concerns through established District policies and procedures in accordance with the collective bargaining agreement. *
7. Recommends and implements techniques to improve department procedures and practices and increase efficiency; maintains currency in best practices, keeps 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. Provides guidance to program managers on interpreting and evaluating the provisions of grant and categorical program funding to ensure compliance. *
 9. 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. *
 10. Serves 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. *
 11. Interprets federal, state, and local regulations and guidelines and ensures compliance with requirements; makes recommendations to update and revise procedures and reporting as necessary. *
 12. Participates 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. *
 13. Provides technical expertise, advice, and direction to other department staff and District personnel; serves as a liaison and support to college accounting operations. *
 14. Maintains current knowledge of federal, state and local laws, rules and regulations related to fiscal operations. *
 15. Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner. *
 16. Communicates with various District and college personnel, vendors, and outside agencies to provide high-level financial analysis, ad hoc financial reports, and recommendations. *
 17. Oversees 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. *
 18. Reviews and verifies the completeness and accuracy of invoices prepared for reimbursable grants. *
 19. Participates in the recruitment, screening, and hiring process in accordance with District policies and procedures. *
 20. Plans, assigns, and coordinates work activities according to employee classification. Provides mentoring, training, and professional development opportunities for assigned staff.*
 21. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
 22. Attends and participates in a variety of assigned meetings throughout the District and college community on behalf of the Business Services Department.
 23. Performs the duties of the Director, Fiscal Services in his/her absence as required.
 24. May serve on a variety of District committees as requested.
 25. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- Bachelor's degree* in accounting, finance, business administration, or related discipline 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 including one (1) year of supervisory or lead experience.
- Or, any combination of education and experience which would provide the required qualifications for the position.

* Bachelor's degree education equivalency is a 1 to 1 equivalency, one (1) year of responsible work experience related to the classification for each full year (24-30 units) of college.

DESIRED QUALIFICATIONS:

- Experience working in a public sector or educational environment.
- Experience working with Datatel/Colleague or other Enterprise Resource Planning (ERP) system.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to hold and maintain a valid driver's license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

KNOWLEDGE, SKILLS AND ABILITIES:

(May be acquired through education, training, and/or experience.)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Government Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP) auditing principals, practices, and procedures.
- 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.
- Principles, practices, and terminology of general accounting, including financial statement preparation, financial control, and mandated reporting.
- Theories, principles, and best practices in supervision and training of assigned staff.
- Financial analysis and research procedures.
- District organization, operations, policies, procedures, rules, and regulations.
- State budget and accounting policies and other applicable laws.
- Educational or public sector environment.
- Accounting and budget preparation and control.

- Modern accounting practices.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Automated accounting computer systems, applications, and hardware in the management of accounting systems.
- Effective communication skills, both verbally and in writing.
- 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; operation of computer software and related programs, and office equipment.
- Leadership, supervisory, and managerial concepts and principles.
- Record keeping, filing, file sharing, and filing systems methods and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures.
- Integrate local, state, and federal laws and regulations affecting the accounting and financial systems of the District.
- Verify the accuracy of financial data and information.
- Ensure proper authorization and documentation is verified in fund allocations and disbursements.
- Read, understand, interpret, and apply rules, regulations, policies, and procedures.
- Maintain current knowledge of federal, state, and local laws, rules and regulations related to fiscal operations.
- Plan, coordinate, execute, and evaluate solutions to complex accounting procedures, and/or problems.
- Reconcile, balance, and audit records and accounts.
- Manage a busy, 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.
- Prepare clear concise instructions, manuals, reports, and accounting statements.
- Communicate complex financial and accounting concepts effectively in oral and written presentations.
- Develop and implement comprehensive accounting systems and procedures.
- Apply research, analytical, and auditing techniques for the resolution of complex accounting problems.

- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Provide leadership, guidance, and technical assistance to assigned staff and other departmental personnel throughout the District.
- 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.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbent in this class supervises, oversees, and provides work direction to assigned staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness, and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions 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 classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel, or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to twenty-five (25) pounds. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with

District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered in the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

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

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

Butte-Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions. Butte-Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, gender identity, gender expression, color, national origin, language, accent, citizenship status, immigration status, ancestry, age, religion, sex, sexual orientation, parental status, marital status, veteran status, pregnancy, genetic information, physical or mental disability or medical condition, or on the basis of these perceived characteristics.