

JOB TITLE: MANAGER, FINANCE

PAY GRADE: CS 18

LAST REVISED: November 2014

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction of the Director of Finance, directs, manages, supervises, and coordinates financial accounting activities and operations which may include accounts receivable, accounts payable, payroll, cashiering, students accounts receivable, general services, auxiliary operations, budget monitoring, and general ledger; oversees insurance requirements and contract review; coordinates assigned activities with other divisions, departments, external auditors and outside agencies; and provides highly responsible and complex administrative support to the Director of Finance.

REPRESENTATIVE DUTIES - *The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

General

1. Assumes management responsibility for assigned financial accounting services and activities which may include accounts receivable, accounts payable, payroll, cashiering, student accounts receivable, general ledger, budget control records, insurance requirements and contract review, special funding and preparation of financial performance statements and analyses.
2. Assumes management responsibility for the establishment, implementation and evaluation of District purchasing functions, including a procurement card program, formal and informal bids, requests for quotes, vendor relations, and cost containment measures; oversees print shop, purchasing, warehouse, mail distribution, courier services, and warehouse operations.
3. Assumes management responsibility for accounting services and audit for the Sierra College Foundation.
4. Plans, directs, coordinates, and reviews the work plan for staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
7. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends within departmental policy, appropriate service and staffing levels.
8. Oversees and participates in the development and administration of the annual District budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies;

- monitors and approves expenditures; implements adjustments.
9. Reviews financial record-keeping procedures, techniques and methods; recommends and implements new or improved procedures and techniques, assuring efficiency and compliance with District policies and applicable government regulations.
 10. Provides responsible staff assistance to the Director of Finance; conducts a variety of research, analysis, and operational studies; recommends modifications to programs, policies, and procedures as appropriate.
 11. Serves as staff on a variety of boards, commissions, and committees; prepares and presents reports and various correspondence.
 12. Attends and participates in professional group meetings; maintains awareness of new trends and regulations in the field of accounting and procurement; incorporates new developments as required and appropriate.
 13. Performs related duties as required.

Accounting & Budget

14. Oversees system for inventory control, maintains Capital Asset and Depreciation records and facilitates District-wide disposal of surplus inventory.
15. Responsible for proper accounting controls governing financial activity; ensures separation of duties, asset and information security, and proper execution of transactions. Audits financial data and documents to assure accuracy, completeness and compliance with District policies and procedures and applicable government regulations; recommends changes that improve internal controls.
16. Participates in the development and enhancement of automated accounting and financial information systems, including those that are part of integrated data management programs.
17. Develops, analyzes, and prepares a variety of reports for management, County, State, and federal agencies; ensures compliance with accounting and legal requirements.
18. Prepares periodic reports of revenue and expenses, balance sheet accounts.
19. Monitors and projects cash flow and Treasury cash balances. Prepares documents to secure Tax Revenue Anticipation Notes (TRAN) to meet District cash flow requirements.
20. Prepares financial analysis, state revenue limit, attendance, and related data; monitors and analyzes the expenditure of funds, including those from general, grant, capital, and other sources.
21. Directs, participates in, and ensures proper year-end processing of the general ledger accounts for year-end financial reporting as related to assigned areas of responsibility.
22. Assists with, and coordinates activities connected with, audits performed by external auditors; coordinates collection of documents, answers questions and prepares required reports.
23. Performs analysis and reports on new programs, grants, and long term debt using data from the financial accounting systems.
24. Facilitates the budget development process; researches and gathers information about FTES, revenue limits, projected overhead, and details for expenditures within various funds; works with

staff to develop budget proposals; implements an approved budget into the financial system

25. Coordinates development of annual budgets for assigned departments or funds, monitors and reports on financial performance of individual departments, recommends adjustments based on analysis.
26. Serves as a resource for questions regarding budgets, account coding and related information; provides technical expertise and direction regarding accounting issues and discrepancies; develops and maintains processes to assist department and program leaders to understand financial transactions for such programs.

Purchasing

27. Oversees and reviews major contracts, leases, agreements, for adequacy and compliance with policies and procedures.
28. Develops enhancements and process improvements for purchase requisition process; for District departments to purchase supplies, materials and equipment; trains staff in the use of Purchasing module and related financial systems.
29. Maintains repository for information on the applicable regulations affecting purchasing and disseminates such information to District staff.
30. Researches, surveys, reports, proposed and implements operational procedures for bidding, including development, editing, and finalizing of specifications, advertising to vendors, reviewing and analyzing bids, and maintaining records and files; exchanges information with administrators, vendors, contractors and other business representatives regarding purchase order status, compliance issues, documentation of bid activities, bid selections, and a variety of related matters.
31. Evaluates the performance of new equipment, furniture, fixtures, products and services and makes recommendations. Evaluates and recommends vendors, contractors, products and materials based on cost estimates, bidding processes and other data.
32. Serves as District liaison, reviews and administers contracts, including copiers, leased equipment, bookstore operations, vending and food service providers.

Risk Management

33. Coordinates and administers the District's property and liability insurance coverage, student accident, worker's comp, health and welfare, and other forms of loss control. Analyzes risk-and-return for decisions on the amount of coverage. Negotiates terms and cost of coverage.
34. Develops and oversees a cataloging system for monitoring and controlling all claims against or by the District. Prepares reports for the Board on claim activity. Serves as the District point-of-contact for all insurance and claim matters.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Operational characteristics, services, and activities of a comprehensive accounting and financial management program for higher education.

Interpretation and application of Generally Accepted Accounting Principles (GAAP).

Principles and practices of accounting, auditing and finance for higher education and public sector and GASB.

Methods and techniques used in financial analysis and research.
Purchasing program planning, implementation, operations and evaluation.
Oversight of auxiliary contracts such as bookstore and food service.
Operations of multiple general services provided by an educational institution including mail distribution services, print shop services and warehouse, shipping and receiving practices.
Insurance guidelines, compliance requirements and best practices
Contract law for the State of California, contract analysis and review
Principles and procedures of financial record keeping and reporting.
Principles and practices of program development and administration.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Advanced mathematical principles.
Principles and practices of budget preparation and administration.
Methods and techniques of customer service.
Principles of business letter writing and report preparation.
Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations governing financial transactions, procurement for a public education institution.

Ability to:

Oversee and participate in the management of a comprehensive accounting program.
Oversee and participate in the management of various general services provided by the District.
Oversee, direct, and coordinate the work of assigned staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of departmental goals, objectives, and procedures.
Prepare and administer complex budgets.
Conduct technical research and complete complex mathematical and statistical computations.
Prepare clear and concise administrative and financial reports.
Analyze accounting data and prepare financial statements.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply federal, state, and local policies, laws, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree or higher from an accredited college or university with major course work in accounting, finance or business administration

Experience:

Six years of increasingly responsible experience in accounting systems and operations and financial reporting including two years of administrative and/or supervisory responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential*

job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.