

Job Description

Position Title: Manager, Accounting

Job Family: Financial Services

Job Type: Manager

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Accounting Manager manages financial reporting and develops strategic plans for finance and business operations. Oversees receipt and disbursement of College resources, reconciles, and balances accounts. Develops strategic plans for finance and business operations. Evaluates data to ensure compliance and accountability of accounting functions. Manages daily operations for multi-campus fiscal activities. Assesses data to evaluate processes and outcomes. Identifies areas for improvement and recommends solutions.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Manages business operations for fiscal services offices on different campuses. Manages business service contracts to ensure coordination between campuses and district offices.
2. Supervises property control staff. Prioritizes and assigns work, conducts performance evaluations and ensures staff are trained. Makes hiring, termination, and disciplinary recommendations.
3. Manages the finance and business budget for multiple divisions. Monitors accounting operations of departments on multiple campuses. Reviews journal entries and accounting transactions. Monitors a variety of scheduled reconciliations; coordinates and provides financial reporting.
4. Develops strategic plans for finance and business operations and assesses key performance indicators for goals and objectives. Supports marketing and recruiting and provides program outreach with agency partners and potential students.
5. Oversees business and fiscal processes for consistency, effectiveness, and compliance with College, state, and federal accreditation guidelines applicable to facilities and property control.
6. Performs managerial work involving research, investigation, analysis, reconciliation, evaluation, and interpretation of financial or operational issues.
7. Serves as the finance and business services representative on committees, task forces, work groups, and in meetings to support College strategic plan initiatives, goals and objectives.
8. Collects, analyzes, and disseminates financial information; prepares related reports and summaries; and makes recommendations based on findings.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge and application of organizational and time management principles
4. Skill in analyzing data and drawing conclusions
5. Skill in budget/resource management
6. Skill in coordinating and monitoring the work of others
7. Skill in effective communication (both written and oral)
8. Skill in independent decision making
9. Skill in people leadership and supervision
10. Skill in organization, coordination, and management
11. Skill in problem solving
12. Skill in team building
13. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
14. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree or in Accounting, Finance, or a closely related field of study required.
 - Master's degree or in Accounting, Finance, or a closely related field of study preferred.
 - Three (3) to five (5) years of related experience in accounting or finance and supervising others.
 - Five (5) to eight (8) years of related experience in accounting or finance and supervising others preferred.
 - One (1) to Three (3) years of supervisory experience required
 - Certified Government Accountant
 - Certified Public Accountant (CPA)
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend hours