

# Job Description

Position Title: Supervisor, Accounting

Job Group: Financial Services

Job Level Group: Professional Senior

FLSA Status: Exempt

## Position Summary:

The Supervisor, Accounting supervises a team performing financial duties at one or more locations throughout the College. Oversees the receipt and disbursement of College resources. Reconciles and balances accounts. Trains staff in the use of financial and data systems using a variety of financial data reporting documents and requisitions. Interprets policies and assists with the development of procedures.

## 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 the daily operations of a financial service unit in compliance with the College's policies and procedures, including those pertaining to information security and financial accounting.
2. Oversees preparation of financial reports, receipt and disbursement of College resources and reconciliations and balancing accounts. Supervises daily operations of assigned units. Manages daily operations for Facilities Work Control.
3. Researches, interprets, updates, and maintains a variety of financial and security records and databases. Prepares budget set ups, budget adjustments, expenditure transfers including payroll transfers, journal entries, and cancels encumbrances for fund close outs.
4. Prioritizes and assigns work; conducts performance evaluations; and, makes hiring, termination, and disciplinary recommendations. Trains staff in the use of financial data systems using a variety of financial reporting documents and requisitions. Provides fiscal training to grant program managers.
5. Equips staff with interpersonal and customer service skills and information to assist students, staff, and internal and external clients in servicing student accounts and understanding processes to pay and retrieve records.
6. Investigates and resolves financial issues and complaints from students, employees, vendors and the general public. Recommends corrective measures to resolve process issues.
7. Interprets and applies fiscal policies and procedures and assists development of procedures. Ensures unit compliance with the College's policies and procedures, including those pertaining to information security and financial accounting.
8. 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 of internal and external customer service principles and practices
4. Knowledge and application of organizational and time management principles
5. Skill in analyzing data and drawing conclusions
6. Skill in coordinating and monitoring the work of others
7. Skill in effective communication (both written and oral)
8. Skill in organization, coordination and management
9. Skill in positive, productive and flexible customer service
10. Skill in problem solving
11. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
12. Ability to apply effective and accurate data entry and typing skills
13. 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 and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## 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.

## 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 required.
  - Five plus (5+) years of related experience preferred.
  - One (1) to Three (3) years of supervisory experience required.
- 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 stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally 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 Required
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours