

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED
MANAGEMENT/SUPERVISORY**

CLASS TITLE: **ASSISTANT CONTROLLER**

SALARY TABLE: **30**

SALARY RANGE: **150**

BASIC FUNCTION:

Under the direction of the Controller, plan, organize, control and direct accounting operations, activities and financial record-keeping and reporting functions for the College District; coordinate and direct communications and fiscal record-keeping functions to meet College accounting needs and assure smooth and efficient fiscal activities; supervise and evaluate the performance of assigned accounting personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct accounting operations, activities and financial record-keeping and reporting functions for the College District; assist in directing the day-to-day activities of the Accounting Department; assist in establishing and maintaining fiscal time lines and priorities for the College; assist in assuring related activities comply with established standards, requirements, internal controls, laws, codes, regulations, policies and procedures.

Direct and participate in the development, preparation, review, analysis, maintenance and adjustment of College District budgets, funds and accounts; assure accurate accounting of funds including income and expenditures; assure proper reconciliation of accounts such as accounts payable, accounts receivable, general ledger and cash accounts.

Coordinate and direct personnel, communications and fiscal record-keeping functions to meet College accounting needs and assure smooth and efficient fiscal activities; provide consultation and collaborate with administrators, staff and outside organizations to assure accurate and timely accounting and reporting of College District funds; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related accounts, funds, budgets, transactions, records, standards, principles, laws, codes, regulations, policies and procedures.

Supervise and evaluate the performance of assigned accounting personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; coordinate and conduct staff training activities.

Plan, organize, control and direct the calculation, posting, auditing and adjustment of journal entries; direct and participate in the monitoring, evaluation, balancing and reconciliation of various accounts, funds and budgets; initiate budget and fund transfers and adjustments as appropriate; audit accounts for errors and make appropriate adjustments as needed.

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Ewing Consulting Services

Direct and participate in the preparation and maintenance of various financial and statistical reports, statements and records related to College District budgets, funds, accounts, income, expenditures and assigned activities; review, audit and analyze fiscal statements, receipts, disbursements, transfers

records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles; prepare College, State and other mandated fiscal statements and reports. Assist various departments and administrators with the preparation and development of College budgets; analyze and review related budgetary and financial data; prepare revenue and expenditure projections; identify, analyze and provide technical recommendations concerning potential cash flow issues and problems; monitor expenditures to assure compliance with established limitations.

Direct the input of a variety of fiscal data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate computerized accounting reports; assure accuracy of input and output data; assist with the design, development and implementation of automated fiscal systems; direct the preparation of system documents and procedures.

Monitor and evaluate accounting operations, systems and activities for financial effectiveness and operational efficiency; participate in the planning, development and implementation of policies, procedures, systems and programs to enhance the financial effectiveness and operational efficiency of Accounting operations and activities.

Provide technical information and assistance to the Controller concerning fiscal and budgetary activities, needs and issues; participate in the development and implementation of fiscal goals, budgets, and objectives.

Assist in the development and preparation of the annual preliminary Accounting Budget; analyze and review related budgetary and financial data; control and authorize expenditures in accordance with established limitations; receive, evaluate and provide recommendations concerning budget requests.

Maintain current knowledge of State and federal laws, codes, rules, regulations and pending legislature related to accounting and budgetary functions; assist in modifying programs and procedures to assure compliance and proper external reporting with established requirements as necessary.

Coordinate accounting and related personnel to assure smooth and efficient year end closing activities. Coordinate internal and external audits and assist external auditors as directed.

Monitor several bank account balances on a daily basis to ensure cash flow needs are met across all college funds. Recommend cash transfer amounts and timelines, based on cash flow forecasting and college fund needs.

Assist the Controller with special projects as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of accounting operations, activities and financial record-keeping and reporting functions.

Accounting, budget and business functions of a college district.

Theory and application of budgetary planning and control in a college system.

Generally accepted accounting and auditing principles, practices and procedures.

Preparation, analysis, review and control of College accounts and budgets.

Applicable laws, codes, regulations policies and procedures.

Financial and statistical record-keeping techniques.

Financial analysis and projection techniques.

Preparation of financial statements and comprehensive accounting reports.

Policies and objectives of assigned programs and activities.

Principles and practices of administration, supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct accounting operations, activities and financial record-keeping and reporting functions for the College District.

Coordinate and direct personnel, communications and fiscal record-keeping functions to meet College accounting needs and assure smooth and efficient fiscal activities.

Supervise and evaluate the performance of assigned personnel.

Lead, motivate, and empower assigned personnel; foster team building across Fiscal Services and other personnel.

Establish and maintain cooperative and effective working relationships with others.

Direct and participate in the development, preparation, review, analysis, maintenance and adjustment of College District budgets, funds and accounts.

Assure accurate accounting of funds including income and expenditures.

Provide technical assistance and expertise regarding fiscal and budgetary operations and activities.

Monitor, evaluate, balance and reconcile various accounts, funds and budgets.

Evaluate financial and budgetary data and prepare reports, forecasts and recommendations.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting or related field and six years increasingly responsible accounting experience involving the review, analysis, maintenance and adjustment of a variety of budgets, funds and accounts including two years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.