

## Director, Accounting

**FLSA Status:** Exempt

**Pay Grade:** 28

**Job Title ID:** 16558

**Job Series/Job Family:** Business Services Series / Controller Family

### Reports To

AVP, Finance & Budget

### Job Purpose

To direct, plan, implement, and evaluate the annual financial reporting and audit processes including: financial statement compilation and supporting schedules, development of internal controls and procedures.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Directs and reviews the financial reporting processes and audits for the Business Services division.
2. Develops and administers the systems of financial accounting and reporting to ensure adequate recording and reporting of College transactions.
3. Directs and reviews financial and reporting processes and activities; prepares annual financial reports for audit and public distribution; and analyzes and reports on the results of operations for incorporation into the audited Comprehensive Annual Financial Report (CAFR).
4. Manages general accounting staff and oversees accounts payable, bank reconciliations, ledger account reconciliations, and construction and building property accounting, and is functionally responsible for cash receipts and payroll transactions relative to the general ledger postings and account balances.
5. Develops and recommends policies, procedures, and guidelines for recording financial information and improving accounting processes in conformity with Generally Accepted Accounting Principles (GAAP).
6. Identifies and recommends related information system improvements.
7. Coordinates annual external audit activities, and works closely with internal and external auditors in relation to all audit matters.
8. Records bond issue transactions, ensures compliance with bond indenture, and reports annual bond statistics to external governing bodies.
9. Prepares annual reports based on statistical and financial information as required by Federal and State agencies.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Generally Accepted Accounting Principles (GAAP).
- Government accounting standards as set by the Government Accounting Standards Board (GASB).
- Comprehensive Annual Financial Reporting audit processes.
- Federal and State annual reporting requirements.
- Management practices within a complex budgetary environment.
- Supervisory principles, practices, and methods.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

**Required**

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating with IT staff to ensure integrity of the accounting system
- Preparing annual financial reports for audit and public distribution
- Writing reconciliation procedures and assisting with audit issues.
- Interfacing with relevant external governing bodies.
- Coordinating ongoing budgetary and accounting systems.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

**Computer Skills**

**Required**

- Demonstrated proficiency using standard office software applications, automated financial systems, and administrative software applications.

**Physical Requirements**

**Required**

- May be subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds
- Work is performed in a standard office environment.

**Work Experience**

**Required**

- Three years accounting work experience, including one year supervisory work experience.

**Preferred**

- Five years accounting work experience in a higher education environment, including three years supervisory experience.

**Education**

**Required**

- Bachelor's degree in accounting.

**Licenses/Certifications**

**Required**

- Certified Public Accountant (CPA) Certification.

**Safety**

**Required**

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.