

Director, Accounting  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=227807>

Downloaded On: May. 8, 2024 7:26pm

Posted Dec. 19, 2023, set to expire Jul. 1, 2024

**Job Title** Director, Accounting  
**Department**  
**Institution** Mt. San Antonio College  
Walnut, California

**Date Posted** Dec. 19, 2023

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Accounting & Finance

**Apply Online Here** <https://apptrkr.com/4876446>

**Apply By Email**

**Job Description**

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**Director, Accounting**

**Position Number:** CM-106-2024

**Department:** Accounting (Fiscal Services)

**Job Category:**

**Time (Percent Time):**

**Term (months/year):**

**Current Work Schedule (days, hours):** Monday-Friday 8:00AM-5:00PM

**Salary Range:** M-15

**Salary:** M-15Steps 1 - 6: \$150,948 - \$174,989 annually

**Shift Differential:**

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Shift differential eligibility based on the current collective bargaining agreement.

**Open Date:** 12/18/2023

**Initial Screening Date:** 01/29/2024

**Open Until Filled:** Yes

**Application Procedure:**

**First Review of Applications:** Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

**Health & Welfare:**

Mt. San Antonio College offers a competitive and excellent benefits package to **eligible employees** providing medical, dental, and vision benefits for eligible employees and their dependents. Lifetime medical benefits are also available for eligible retirees.

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

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The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

\*Note: Salary and Health & Welfare Benefits are subject to change. Please visit the [Mt. San Antonio College Benefits Website](#) for further information.

**Basic Function/Overview:**

**DEFINITION:**Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to the activities of the Accounting Department, including general ledger, accounts payable, accounts receivable, and the processing of financial transactions and preparing and reconciling financial and accounting records and reports; performs complex and responsible professional accounting activities; provides highly complex and responsible support to the Associate Vice President, Fiscal Services in areas of expertise.

**SUPERVISION RECEIVED & EXERCISED:**Receives general direction from the Associate Vice President, Fiscal Services. Exercises direct and general supervision over professional, technical, and administrative support staff.

**CLASS CHARACTERISTICS:**This is a management classification that manages the general accounting activities of the District. The incumbent organizes and oversees day-to-day financial processing, reporting, and record-keeping activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Associate Vice President, Fiscal Services in a variety of areas. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating departmental work with other departments and divisions. This class is distinguished from the Associate Vice President, Fiscal Services in that the latter is a senior-level department head classification with responsibility for directing and overseeing all functions of the Fiscal Services department as well as developing, implementing, and interpreting public policy.

**Essential Duties/Major Responsibilities:**

1. Plans, manages, and oversees the daily functions, operations, and activities of the accounts receivable, accounts payable, general ledger, and general accounting functions, including preparing, monitoring, forecasting, and analyzing financial information, financial processing, reporting, and record-keeping.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
3. Participates in the development, administration, and oversight of the department budget.
4. Develops and standardizes procedures and

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methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Associate Vice President, Fiscal Services.5. Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Associate Vice President, Fiscal Services.6. Reviews and approves the majority of the Districts expenditures through the purchase requisition, purchase order changes, and direct payment processes; ensures adequate funding exists to cover expenditures; reviews purchase requisitions and purchase order changes to ensure complete and correct information, account numbers, and timely purchasing of products and services.7. Oversees the timely deposit, recording, and reconciliation of the Districts revenue, including cash, checks, credit cards, wires, and ACHs; ensures adequate cash exists to cover payroll, vendor, and student payments; ensures revenues are deposited and accounts are reconciled; monitors cash balances and cash flow.8. Ensures all accounting transactions are handled according to regulations, District policies, and Fiscal Independence standards; rejects and denies transactions that are out of compliance.9. Oversees District-wide banking processes, including positive pay and outgoing and incoming warrants and direct deposit files; monitors and reports void, cancelled, and stale-dated warrants; orders change funds from bank; oversees servicing ATMs and armored car services; opens and closes bank accounts.10. Oversees and participates in tax document preparation and compliance reporting to regulatory agencies.11. Prioritizes and communicates objectives within a continuously evolving environment due to ongoing changes within systems, resources, and processes.12. Advises students on student payments and handles related complaints; reviews and approves funding of student accounts receivable refunds.13. Reviews daily, monthly, and yearly accounting processes for accuracy, timeliness, and compliance.14. Maintains and reconciles a variety of funds, ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records.15. Oversees and participates in the year-end closing processes and procedures; performs month-end, fiscal year-end, and calendar year-end accounting system processing.16. Prepares, calculates, and analyzes a variety of financial reports and data in the preparation of the annual budgets.17. Provides highly complex staff assistance to the Associate Vice President, Fiscal Services; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency finance and accounting; researches emerging products and enhancements and their applicability to District needs.19. Monitors changes in regulations and technology that may affect assigned functions and operations; tests and implements upgrades of automated enterprise application systems; implements emerging technologies related to accounting functions; implements policy and procedural changes after approval.20. Receives,

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investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.21. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.22. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).23. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.24. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.25. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.26. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.27. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.28. Performs other related duties as assigned.

**Other Duties:**

**Knowledge Of:**

1. Principles and practices of supporting a DEISAA academic and work environment.2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.3. Principles and practices of public agency finance, including general and governmental accounting, auditing, and reporting functions.4. Financial analysis and projection techniques.5. Principles of comprehensive financial reports, statements, and documents.6. Various computer software applications and automated accounting systems.7. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.8. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.9. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned department.10. Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.11. Financial and statistical record-keeping principles and procedures.12. Modern office practices, methods, and computer equipment and applications related to the work.13. English usage, grammar, spelling, vocabulary, and punctuation.14. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.15. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

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**Skills and Abilities:**

1. Implement, advocate for, and communicate the Colleges vision and commitment to creating a DEISAA academic and work environment.2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.4. Recommend and implement goals, objectives, and practices for providing effective and efficient services.5. Manage and monitor complex projects, on-time and within budget.6. Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.7. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.8. Research and analyze situations accurately, and develop improvements in operations, procedures, policies, or methods.9. Prepare clear, concise, and comprehensive financial reports, correspondence, policies, procedures, and other written materials.10. Analyze, interpret, summarize, and present technical information and data in an effective manner.11. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.12. Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.13. Establish and maintain a variety of filing, record-keeping, and tracking systems.14. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.15. Operate modern office equipment including computer equipment and specialized software applications programs; implement new automated accounting systems.16. Use English effectively to communicate in person, over the telephone, and in writing.17. Work independently with little direction; work effectively and efficiently with interruptions.18. Understand scope of authority in making independent decisions.19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Minimum Qualifications/Education & Experience:**

1. Equivalent to graduation from a regionally accredited four-year college or university with major coursework in accounting, finance, business administration, or a related field; and2. Four (4) years of increasingly responsible accounting and/or management experience.

Experience with fund accounting, working within an educational environment, and complex integrated finance enterprise application system are highly desired.

**Equivalencies:**

Any combination of training and experience which would provide the required knowledge, skills, and



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abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

**Preferred Qualifications:**

**License(s) & Other Requirements:**

**Examination Requirements:**

**Working Environment:**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

**Hazards:**

**Conditions of Employment:**

**The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.**

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made

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after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

**Typing Certificate Requirements:**

**Special Notes:**

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

**DO NOT** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

**LONG DISTANCE TRAVEL FOR INTERVIEWS:** Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

**Foreign Transcripts:**

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an



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accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

**Inquiries/Contact:**

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

**Selection Procedure:**

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

**Special Instructions to Applicants:**

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

**EEO Policy:**

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**Cancel RTF Policy:**

To apply, visit <https://hrjobs.mtsac.edu/postings/11438>

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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