

## Accounting Manager Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=249412>

Downloaded On: Dec. 23, 2024 6:02pm

Posted Nov. 22, 2024, set to expire Jan. 10, 2025

<b>Job Title</b>	Accounting Manager
<b>Department</b>	Staff
<b>Institution</b>	Cerritos College Norwalk, California
<b>Date Posted</b>	Nov. 22, 2024
<b>Application Deadline</b>	01/10/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Accounting & Finance
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5820621">https://apptrkr.com/5820621</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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### Accounting Manager

**Salary:** \$121,812.00 - \$153,228.00 Annually

**Job Type:** Full Time

**Job Number:** Account-tmanager-2024

**Closing:** 1/10/2025 11:59 PM Pacific

**Location:** Norwalk, CA

**Department:** Account-tmanager-2024

**Division:** Business Services

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### Description

#### Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

#### Closing Date

**This position will close on January 10, 2025 at 11:59 PM.**

#### College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

#### Department Profile

The Accounting Department ensures the integrity of Cerritos College's financial reporting and enables effective and efficient campus financial processes and controls.

#### Summary

Plans, supervises, assesses and evaluates the duties of accounting operations to insure accurate and timely processing and payment of invoices, issuance of bills, statements, and cash receipts for accounts receivable, full cycle accounting for student body accounts, and maintenance of general ledger accounts, including journal entries and account reconciliation and analysis. The position also provides complex administrative support to the Director, Fiscal Services.

#### Distinguishing Career Features

The Manager, Accounting reports to the Director, Fiscal Services and is responsible for the efficient and effective operations of the accounting operations function. This position requires a demonstrated ability to maintain current accounting operations, up-to-date general ledger, and apply, interpret, and implement approved accounting controls.

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### **Job Duties**

#### **Essential Duties and Responsibilities**

- Plans, organizes, and supervises the work of accounting office staff including receipt and disbursement of funds, financial performance statements including general ledger, and other fiscal activities.
- Establishes standards and work assignments, assigns staff to specific accounting areas to balance workload and optimize use of available skills. Coordinates schedules and approves absences.
- Leads, supervises, trains and evaluates assigned personnel. Certifies payroll for assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.
- Provides leadership in the new and emerging technologies in support of fiscal services.
- Applies, interprets, and implements accounting controls governing financial transactions and activity. Ensures separation of activities, access to and accounting of transactions, and proper levels of documentation.
- Audits and approves accounts payable transactions and documents entered and prepared by accounting technicians to assure accuracy, completeness and compliance with contracts and district policies and procedures. Verifies and approves warrants.
- Maintains the general ledger by uploading, consolidating, and incorporating transactions interfaced from admissions and records, and financial aid. Reviews prepaid expenses, stale dated checks, and due to-and-from accounts, and year-end accruals. Reconciles and analyzes accounts and prepares journal entries.
- Participates in year-end closing of the general ledger for year-end financial reporting. Assists with the coordination of annual audit report with independent auditors. Coordinates documents, answers questions, and prepares requested reports for the annual audit.
- Oversees revolving petty cash funds and issuance of checks. Verifies that requests are valid, and contain appropriate approvals and signatures. Reconciles and reimburses petty cash by charging accounts and making deposits.
- Oversees change fund quarterly with departments.
- Review retention policy of financial documents for storage or destruction.
- Works with bank and online portal providing administrative support to ensure proper deposit and payment status of accounts.
- Oversees financial aid disbursements, transferring data to oversight agencies, production of reports, and compliance with federal requirements.
- Prepares a variety of reports for management, county, state, and federal agencies. Ensures

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compliance with accounting and legal requirements. Prepares and distributes sales tax and 1099 forms and reports.

- Reviews financial record-keeping procedures, techniques and methods. Recommends and implements new or improved procedures and techniques, assuring efficiency and compliance with Board policies, administrative procedures, and applicable government regulations. Trains staff to perform transactions according to requirements.
- Conducts financial and procedural analysis of revenue, enrollment, financial aid, and related data. Prepares reports for the County Office of Education.
- Assists with internal and external audits, including State and Federal, by providing information and documentation for accounting transactions and petty cash, financial aid, and student body accounts. Inputs correcting journal entries recommended by auditors.
- Serves as a technical resource for the financial accounting software applications. Assists the Director, Fiscal Services with special projects and analyses. Assembles data by developing queries of the college's integrated data management systems, constructing spreadsheets, and compiling information to common formats.
- Maintains up-to-date accounting systems policies and procedures, including those for departments such as admissions and financial aid. Receives and converts information to required formats, audits transactions, determines correctness of entries into the LACOE financial system and creates corrective journal entries.
- Develops decision support tools in spreadsheet formats for maintaining funds, performing "what if" calculations, and otherwise assists management with their ability to monitor accounts, programs, projects, and commitments.
- Provides on-going reviews and reports to the Director, on the conditions of accounts.
- Ensures accuracy of print and online publications related to the area of responsibility.
- Develops and monitors budgets and maximizes financial resources.
- Participates on and chairs committees, task forces, and special assignments.
- Develops efficient and effective paperless processes in Accounting.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.
- Performs other related duties as assigned.

### **Minimum Qualifications**

#### **Qualifications**

Minimum Qualifications for Education and Experience

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Requires a bachelor's degree in Accounting, Business Administration, or equivalent specialty, and four years of progressively responsible experience in professional accounting, two of which must involve leadership over staff that are processing transactions and producing of financial reports.

Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

### **Supplemental Information**

#### **Knowledge and Skills**

The position requires professional knowledge of:

- Theory, principles, and practices of accounting and financial record keeping.
- Development, maintenance and administration of a budget.
- Philosophy and objectives of the community college.
- Principles of functional leadership, training and performance evaluation.
- Pertinent federal and state laws and regulations.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.
- Generally accepted accounting practices and procedures for educational institutions.
- Integrated data management and transaction processing systems that apply to accounting and related functions as well as office productivity software and the systems used by educational oversight agencies.
- Application of technology to assigned area of responsibility.

The position requires demonstrated skill in:

- Developing assessment, that enhances success and outcomes.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.
- Human relations/interpersonal skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.
- Advanced math to perform complex accounting and statistical computations.

#### **Abilities**

This position requires the ability to:

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- Learn, interpret, and ensure compliance with state and federal laws, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility. Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution.
- Organize work and requires the ability to prepare clear, complete, and concise financial records, analyze accounting data, and prepare financial statements.
- Learn, apply, and interpret the policies and procedures used for accounting at the District, and the computer-aided accounting systems.
- Conduct technical research and complete complex mathematical and statistical computations.
- Prepare professional written reports.
- Supervise and lead staff in a manner that encourages high morale and efficiency.
- Produce complete financial statements.

### **Physical Abilities**

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- The person in this position frequently communicates with members of the campus community through various modalities. Must be able to exchange accurate information in these situations.
- Must be able to recognize printed material (printed or online) for more than 50% of the expected work time.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Work a flexible schedule which may include evenings, weekends, and split schedules

### **Licenses and Certificates**

May require a valid driver's license

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### **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

### **Physical Demands**

Physical requirements may be met with or without reasonable accommodations. Requires ambulatory ability to move to various office and classroom-type locations. Ability to operate classroom equipment, including computer, and provide instruction and make presentations. Ability to communicate effectively with individuals or groups to carry on complex or routine conversations. Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis.

### **Salary/Fringe Benefits**

Grade 28 on District Management Salary Schedule (\$10,151.00- \$12,769.00 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security or State Teacher's Retirement System

22 days annual vacation.

An annual stipend of \$4,023 shall be provided to management employees with an earned doctorate degree.

### **Selection Procedure**

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at [HR@Cerritos.edu](mailto:HR@Cerritos.edu) as search committee members are unable to discuss specific recruitments.

### **Conditions of Employment**

This is a full-time 12-calendar month classified manager position. Employment is to be effective as soon as possible following completion of the selection process. Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

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Board Policy 2905 will require mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; [Cerritos College - Chapter 2 - Board of Trustees](#). Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's [COVID-19 webpage](#).

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be available to work on site and be able to provide proof of California residency prior to employment.

**\*\*Please note - Management employees are not eligible to hold an additional Cerritos faculty assignment.**

**\*\* Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

### **Application Procedures**

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is [www.naces.org](http://www.naces.org).

### **Required Documents**

1. Cover Letter
2. Resume/cv
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)



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To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4719780/accounting-manager>

*The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .*

### Contact Information

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

### Contact

Staff  
Cerritos College

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