

**Manager, Accounting (Payroll)**  
**Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=256799>

Downloaded On: May. 10, 2025 2:30am

Posted May 9, 2025, set to expire May 21, 2025

<b>Job Title</b>	Manager, Accounting (Payroll)
<b>Department</b>	
<b>Institution</b>	Cabrillo College Aptos, California
<b>Date Posted</b>	May 9, 2025
<b>Application Deadline</b>	05/21/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Accounting & Finance
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6213874">https://apptrkr.com/6213874</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Manager, Accounting (Payroll)**

**Cabrillo College**

**Salary:** \$103,975.00 - \$146,303.00 Annually

**Job Type:** Full-time (100%)

**Job Number:** 2025-02001

**Closing:** 5/21/2025 11:59 PM Pacific

**Location:** Aptos, CA

**Department:**

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Business Services

### Employment Opportunity

Cabrillo College is seeking a **Manager, Accounting with an emphasis in *managing payroll*** who under direction, plans, organizes and manages the work of professional and technical accounting staff engaged in preparation and maintenance of the District's accounting and financial records including general ledger accounting, **payroll**, accounts payable and receivable, and student accounting functions; reviews and resolves complex accounting issues and provides technical guidance on accounting, payroll and other financial matters; ensures compliance with state and federal regulations, policies and procedures in the preparation of financial records; and performs related duties as assigned.

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is a Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

### COMPENSATION AND BENEFITS:

#### Salary:

Full-time administrative/management assignment (223-day work year), 12 months per year, Monday through Friday 8:00 a.m. - 5:00 p.m., with evenings and/or weekends as needed. Current eight-step **salary schedule ranges from \$103,975 to \$146,303 per year**. Salary placement is determined by documented education and experience. **A doctoral stipend of \$4,775 per year** is provided to eligible employees. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification. **Cabrillo is unable to sponsor work visas.**

#### Benefits:

Cabrillo College currently provides a generous benefit stipend for employees plus dependents that employees apply towards benefit selections for medical, dental, vision (optional) life, and short-term/long-term disability insurance provided at a share of cost on a pretax basis, PERS Retirement and an employee assistance program (EAP). Depending on health plan selections, in many cases full-time employee net out-of-pocket for benefit premiums may be as low as \$0.

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Classified administrators are required to join the Public Employee's Retirement System (PERS) and as such must contribute 8% of their monthly salary to PERS on a pre-tax basis. *Please see the [Benefits link](#) on the HR webpage for more information.*

### Work-Life Balance:

**This opportunity is a full-time assignment, 12 months per year. Cabrillo administrators enjoy a 223-day work schedule, which equates to an average of 19 self-selected non-work days,** 19 set holidays, 3 individual responsibility days off annually, 12 days of sick leave accrue annually, 7 days of which can be used as Personal Necessity.

### Cabrillo's Commitment to Diversity:

The ideal candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2007, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Cabrillo College has a tradition of collegial governance, and employees at all levels possess a long history of participatory governance in all levels of decision-making at the college. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.

Employees at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual educational goals. ***Come join us in our vision to improve the world, one student at a time!***

### Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, manages, integrates and evaluates work of an assigned area; supervises and participates in developing, implementing and evaluating plans, work processes, systems and

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procedures to achieve annual goals, objectives and work standards; contributes to the development of and monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures; makes presentations; prepares and maintains a variety of records and reports.

- Manages the performance of assigned staff; interviews and selects new staff; establishes performance requirements and professional development targets; regularly monitors performance and provides coaching for performance improvement and development including performance evaluations; responds to grievances; approves overtime/compensatory time and accurate reporting of absence time; subject to concurrence by senior management and Human Resources, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Administrative Procedures, Human Resources procedures and collective bargaining agreements; performs other activities relevant to supervision of assigned staff.
- Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's and District's mission, objectives and values including Guided Pathways; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
- Interprets, applies and ensures compliance with applicable laws, codes and regulations; remains current on applicable legislative decisions and developments and regulatory updates and changes.
- Participates in participatory governance committees, processes and initiatives.
- Manages, oversees and participates in District accounting and financial operations including general ledger accounting, accounts payable and receivable, cash accounting and payroll; reviews or makes journal entries in conformance with generally accepted accounting principles and standards, applicable law and regulatory requirements, compliance requirements and sound internal control policies and procedures; coordinates and participates in the evaluation, balancing and reconciliation of accounts and funds; initiates or approves expenditure and fund transfers and adjustments; oversees and participates in monitoring and auditing accounts for errors and prepares appropriate adjusting entries; approves, prepares or assists in preparing a variety of financial statements and other reports including payroll, sales and use tax returns, W2s and 1099s and the Comprehensive Annual Financial and Budget Report (CCFS-311) required by the State Chancellor's Office; certifies quarterly and annual financial reports for state and federal grants.
- Manages, oversees and participates in cash management and cash accounting functions; reviews and approves check runs and bank fund transfers; monitors and posts transactions to the Revolving Cash Fund; monitors cash flow and assists in preparing cash flow statements; oversees or performs cash and bank reconciliations on a timely basis.

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- Plans for and participates in the annual year-end close process; ensures expenditures are reconciled, allocated to the appropriate accounting period, purchase orders are closed or rolled over to the next fiscal year, liability accounts are established for deferred expenses and revenues, and carryover budgets are created in preparation for the annual financial audit.
- Prepares for and participates in the annual financial audit; responds to auditor requests for data and information, analyzes and prepares responses and recommendations regarding audit findings, comments and recommendations.
- Provides technical guidance to managers, administrators, faculty and staff on accounting and financial matters.
- Participates in evaluating and developing new or revised financial management policies and procedures to improve operational effectiveness of accounting operations and internal control systems.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

## OTHER DUTIES

- Stays abreast of new trends and changes in the field of finance, accounting and treasury management, particularly as they relate to California community colleges.
- Represents the District on local and statewide professional organizations and committees.

Performs related duties as assigned.

## Minimum Qualifications

## EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- Graduation from an accredited four-year college or university with a major in accounting, finance or a related field; **AND**

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- At least five (5) years of progressively responsible professional accounting experience; **OR**
- An equivalent combination of training and experience.

**Desirable:**

- Experience in a California Community College District or a governmental agency.
- Certified Payroll Professional (CPP) certification

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Principles, practices and procedures of general and governmental accounting, including financial statement preparation and methods of financial control and reporting, preferably in a community college environment.
- Generally accepted accounting principles, Government Accounting Board standards and other standards and requirements applicable to community colleges.
- Principles, practices and procedures of internal control and audit.
- Principles and practices of public agency budget development and management and grant tracking and monitoring.
- Federal, state, local and District laws, regulations and policies governing fiscal requirements of community colleges and educational institutions, including Title V of the California Education Code, California Code of Regulations (CCR), Chancellor's Office Budget and Accounting Manual and guidelines and the federal Education Department General Administrative Regulations (EDGAR).
- Federal, state, local and District laws, regulations and policies governing payroll requirements of community colleges and educational institutions and the provisions of District collective bargaining agreements.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance and advancement.
- Principles and practices of sound business communication including proper English usage, grammar, spelling and punctuation.
- Principles and practices of public administration, including budgeting, purchasing and maintaining public records.
- Research methods and analysis techniques.
- Principles and practices of effective management, supervision and equity.
- Safety policies and safe work practices applicable to the work being performed.

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- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.

**Skills and Abilities to:**

- Plan, organize, manage, assign, delegate, review and evaluate the work of assigned accounting staff.
- Analyze complex financial and statistical data and prepare accounting statements, reports, summary conclusions and recommendations in accordance with generally accepted accounting principles and legal requirements.
- Read, interpret, explain and apply pertinent laws, codes, rules, regulations, policies and accounting principles, including District and Board of Trustees policies.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Develop and implement appropriate procedures and controls.
- Provide technical expertise and guidance to District management, administrators, faculty and staff regarding general ledger, grant accounting, payroll and other financial matters.
- Represent the District effectively in dealings with the State Chancellor's Office, other colleges and public agencies and outside auditors.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Establish and maintain effective working relationships.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

A valid California driver's license or ability to access and use alternative transportation.



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## Additional Information

## APPLICATION PROCESS

### Required for submission:

1. Complete application & answer supplemental questions; providing detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach unofficial transcripts from all colleges attended showing degree(s) conferred (copies, photos, and downloads are acceptable). Foreign transcripts must be evaluated for U.S. equivalency and any costs are at the applicant's expense - [click here](#) for more information

**Please note:** All application materials must be received by 11:59 pm on the closing date indicated above.

### Official Transcripts

As part of the onboarding process, you are expected to submit official college transcripts within 30 days of hire.

### Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee; *additional documents will not be reviewed by the committee*. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.**

**Questions? Concerns?** Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

### Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via



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email, and can also be accessed through your [application profile](#).

### Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [eVerify](#) employer.

### EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

### Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at [cabrillohr@cabrillo.edu](mailto:cabrillohr@cabrillo.edu).

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4932897/manager-accounting-payroll>

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**Contact Information**

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

**Contact**

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