

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

**This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: Director of Accounting-Interim

Department: Fiscal Services

Time (FTE): 1 Term (months/year): 12

Work Schedule (Days, Hours): 8-5

Salary Schedule (Range): 15

Background and Rationale (use back of form if additional space is needed): This interim role would backfill a position that is currently on a leave of absence.

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Jackson Kuo
Last day of employment: _____
Reason for vacancy: Resignation ...
(Attach **Existing** Job Description)

☐ Newly Funded Position Fiscal Year _____
☐ No Existing Job Description
(Attach Draft of **New** Job Description)

☐ Classified ☐ Confidential
☐ Supervisory ☐ Administrative

****For Temporary Special Project Administrators only**

☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _____

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000-612000-215000-672000 - 2100 100 % Amount \$ 166,712
Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. Requesting Manager Signature Delana Miller

10/30/2023
Date

4. Human Resources Signature _____

_____ Date

2. Division Vice President Signature [Signature]

10/30/2023
Date

5. Vice President, Human Resources [Signature]

11/03/2023
Date

3. Chief Compliance/Budget Officer Signature [Signature]

10/31/2023
Date

☒ Funding available ☐ Funding not available

Position Number: MTC973 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO [Signature]

November 7, 2023
Date

DIRECTOR, ACCOUNTING

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 AND 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.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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 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 District's 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 District's revenue, including cash, checks, credit cards, wires, and ACH's; 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 ATM's 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, 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.

QUALIFICATIONS

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.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's 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.

Education and Experience:

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

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; and
2. 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.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

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.

ENVIRONMENTAL ELEMENTS

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.

Amended: 8/2023