



Kern Community College District

Director, Accounting Services

Shall be directly responsible to the Chief Financial Officer for the following major areas of responsibility: overseeing the computerized accounting systems and procedures, directing the District accounting, and purchasing staff, preparing and monitoring internal financial statements, coordinating with external auditors for the District-wide audit and other agency audits, reporting fiscal results to the appropriate state and other agencies, and related work as required.

Benefits:

The Kern Community College District provides a maximum contribution to an excellent health and welfare benefits plan. Vacation, sick leave, holidays, income protection and retirement included.

Knowledge and Abilities

Examples of Duties:

- Plan, organize, and direct the accounting and purchasing functions District-wide.
- Monitor and exercise supervision of all accounting and purchasing office functions: develop and maintain annual budget for accounting and purchasing services; audit invoices and the preparation of commercial warrants; collect accounts receivable; and deposit funds with the County Treasurer and various banking institutions. Direct, monitor, and assist in reconciliation of all bank and investment accounts.
- Supervise development of purchasing and compliance requirements and assist in developing systems and procedures compliant with federal, state, and local bidding limits and legal requirements for biddable contract. Direct and oversee production and annual update of District purchasing manuals.
- Process all reports to federal and state agencies, including account for specially-funded programs and grants, and file all required reports and claims for cash advance, draw-downs, and final reimbursement.
- Coordinate the development of new and revised computer applications and systems that affect the all financial operations of the District.
- Direct and oversee the maintenance of the District's Chart of Accounts to ensure compliance with reporting requirements.
- Direct the preparation of monthly, quarterly, and annual financial statements and provide information regarding the status of financial accounts.
- Coordinate Districtwide preparation for external audits and implementing audit recommendations.
- Provide training and assistance to the campuses in the development and maintenance of accounting records.
- Select, supervise, train, and evaluate accounting and purchasing department employees District-wide.
- Participate and direct the development, interpretation and application of District policies and procedures for purchasing and other financial operations of the District.
- Participate in or chair various committees related to the District's financial, as assigned.

- Assume additional administrative responsibilities as appropriate to the position. As needed, may act in the capacity of the Chief Financial Officer.
- Respond to inquiries from federal, state, or local agencies related to all fiscal operations.

Knowledge and Abilities:

- Knowledge of governmental accounting and budgeting procedures with emphasis on California community colleges. Broad understanding of business systems, practices and procedures. Knowledge of financing practices and procedures.
- Ability to analyze financial data and formulate appropriate policy and strategy; to interpret laws, rules and regulations affecting community colleges; to compile and deliver accurate and clear reports to management; to establish and maintain successful professional working relationships with others; to effectively communicate technical information to lay persons.
- Working knowledge of information technology systems and related applications.

Education and Experience

Minimum Qualifications:

- Bachelor's Degree from an accredited Institution, preferably with major emphasis in accounting.
- Increasingly responsible, successful experience involving accounting, finance, and computer applications.
- Successful experience supervising the activities of a financial office.
- Three years experience in responsible leadership positions.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desirable Qualifications:

- Certified Public Accountant (C.P.A.) or Certified Managerial Accountant (CMA).
- Five years experience in responsible leadership positions, preferably in public institutional setting.

Note: Degrees and credits must be from accredited institutions (Title V Section 53406). Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an evaluation service.

Note: The screening of candidates will be conducted by a screening committee. 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.

Position Number: 00807

Posting Date: 07/23/2013

Open Until Filled: Yes

Position Type: Management

Work Week: 40 hours per week, 12 month position

Minimum Salary: \$88,134.13 annual

Maximum Salary: \$125,890.16 annual

College/Site: District Office

Location: DO-KCCD Bakersfield Downtown

Salary Grade J

Special Instructions to Applicants

Complete application packets will be accepted until the position is filled, but those received by Tuesday, August 6, 2013, 5:00 p.m. (Pacific Standard Time) are assured consideration. The College reserves the right to extend time limits or reinstate the recruitment/selection process at any point.

Completed application packet must include:

- Completed Online Application for Employment form
- Current resume
- Letter of interest (Cover Letter)
- Copy of legible transcripts, if applicable
- List of six (6) professional references – Listed on application form

Applicants who require reasonable accommodation to participate in the selection process should contact Human Resources to make the necessary arrangements.

To apply, visit <http://apptrkr.com/383433>

EOE

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