



OFFICE of  
HUMAN RESOURCES

TEL 209.384.6295

FAX 209.384.6103

WWW.MCCD.EDU

3600 M STREET, MERCED, CALIFORNIA 95348-2898

MANAGEMENT  
JOB OPPORTUNITY

*An Equal Opportunity Employer  
actively seeking applications  
from racial/ethnic minorities, women  
and persons with disabilities.*

**Position:** ACCOUNTING MANAGER Mgmt Range 12

**Salary:** Full Salary Range \$70,996 - \$110,270 (additional compensation for doctorate)  
Salary will be commensurate with education and experience

**Closing Date:** May 31, 2018, 12:00 pm, PST

**Beginning Date:** Approximately July, 2018

**MINIMUM QUALIFICATIONS**

**Required:**

- Bachelor's degree from an accredited college or university in job-related area.
- Four years of job related experience with increasing levels of responsibility and supervision is required
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

**Equivalency:**

- The stated education and experience requirements are the required minimum qualifications for this job. However, advance degrees, certificates and/or licenses to substitute for the experience requirement may be allowed for hiring flexibility.

**General Description:**

The job of the Accounting Manager is done for the purpose/s of providing support to department activities with specific responsibility for ensuring that overall fiscal policies, practices and regulations meet compliance requirements; maintaining accurate accounting records; evaluating feasibility of services within budget parameters; ensuring efficient use of financial resources; and providing financial information, guidance and supervision.

**Essential Functions:**

- Plan, organize, and direct the daily work of the District fiscal staff.
- Provide general oversight of Student Fees Office.
- Analyzes financial information (e.g. budgets in accordance with Budget and Accounting Manual, etc.) for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
- Assists auditors (e.g. plans, coordinates, etc.) for the purpose of providing requested supporting documentation, information on internal processes, and coordinating activities in support of the audit process.
- Collaborates with other administrative personnel and/or outside agencies (e.g. reviewing budgets, providing statements of forecasts and balances as requested, providing cash flows and analytical reports, etc.) for the purpose of implementing and maintaining services and programs in accordance with established financial policies, practices, laws and regulatory guidelines.
- Compiles statistical and financial data (e.g. accounting records for auditors, financial statements, etc.) for the purpose of providing third-party reporting, developing budget recommendations, providing financial summaries to other personnel, and ensuring compliance with established guidelines
- Review internal and external process and procedures to maintain proper internal controls and compliance with accounting practices.

- Coordinates a wide variety of accounting projects (e.g. database development, annual budgets, grant reports, etc.) for the purpose of providing required guidance, support and performance.
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Develops reporting processes, procedures and internal controls (e.g. fixed asset policy development, state regulations and requirements, etc.) for the purpose of maintaining the efficient flow of financial processes.
- Facilitates meetings, presentations, etc. for the purpose of conveying and receiving information for the campus community.
- Monitors expenditures against budget and a wide variety of account information (e.g. General Ledger, annual budget, multi-year projections, cash management, etc.) for the purpose of ensuring the accuracy of reported information, availability of funds, and compliance with established financial guidelines and program policies, practices and regulatory requirements.
- Participates in meetings (e.g. in-service training, workshops, community related boards, committees, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a wide variety of finance-related documents (e.g. periodic financial statements, spreadsheets for public and board review, a variety of correspondence, memos, reports; operating recommendations, audible records, various funding, expenditure, budgets reconciliations, journal entries, and budget transfers, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Presents a wide variety of financial and reported information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Provides technical expertise and direction to staff and administration regarding accounting issues and related financial activities (e.g. assistance in tentative and final adopted budget development, etc.) for the purpose of conveying pertinent information regarding the organizations financial operations and ensuring compliance with established policies, practices and regulatory requirements
- Provides technical expertise to the District negotiating team as needed.
- Reconciles fiscal information and account balances (e.g. payroll cycles, treasury reserves with general ledger, etc.) for the purpose of verifying accuracy of information, maintaining accurate balances and complying with prescribed accounting practices.
- Researches a wide variety of financial and administrative topics (e.g. state budget trends; grants, federal reporting, etc.) for the purpose of providing information and recommendations that impact the organizations operations.
- Responds to inquiries from a wide variety of internal and external sources (e.g. staff, administration, insurance companies, auditors, government agencies, etc.) for the purpose of providing information, direction and appropriate referral.
- Manages assigned staff (e.g. recommendations for hiring, evaluations, etc.) for the purpose of ensuring the department and individual performance objectives are met.

Knowledge of:

- Advanced math
- Technical information
- Compose a variety of documents, and/or facilitate group discussions
- Analyze situations to define issues and draw conclusions
- Principles of accounting and auditing
- Governmental accounting standards
- Standard office practices and procedures
- Pertinent codes, policies regulations and/or laws
- Accounting/bookkeeping principles
- Concepts of grammar, spelling and punctuation
- Cost/fund accounting
- Job-related codes/laws/rules/regulations/policies
- Knowledge of community resources
- Office equipment and technology
- Recordkeeping and record retention practices

Ability to:

- Schedule a number of activities, meetings, and/or events
- Gather, collate, and/or classify data

- Work with others in a wide variety of circumstances
- Analyze data utilizing defined but different processes
- Operate equipment using standardized methods
- Work with a wide diversity of individuals
- Work with data of varied types and/or purposes
- Problem solve is required to identify issues and create action plans
- Problem solve with data frequently requires independent interpretation of guidelines
- Problem solve with equipment is limited to moderate
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information
- Working under time constraints
- Work with detailed information
- Accuracy and attention to detail
- Adapt to changing work priorities
- Analyze issues and determine appropriate course of action
- Communicate with persons of diverse backgrounds
- Display tact and courtesy
- Multitask
- Organize tasks
- Work as part of a team
- Work with detailed information/data
- Work with frequent interruptions

**How to Apply:** Candidates will submit a complete application on the Merced College Career Pages at <https://www.governmentjobs.com/careers/mccd>.

1. Letter of interest addressing your qualifications for the position
2. Resume
3. Three recent letters of recommendation
4. Legible unofficial college transcripts (undergraduate and graduate). **Transcripts must include the degree major and date the institution granted the degree.** Official copies are not required unless applicant is hired.
5. Foreign transcripts must include a U.S. evaluation and translation.

Individuals with disabilities may request any needed accommodation to participate in the application process. Please submit your request with your application to the Human Resources Office.

**Interview Information:** Those applicants deemed most qualified for the position will be invited to appear for oral interviews before a screening committee. The interview process may include a pre-interview writing assessment. Finalist interviews with district administrators will follow the same or next day. A limited number of candidates will be invited to interviews. **Expenses for travel and accommodations will be the responsibility of the candidates.**

**Employee Benefits:** The District pays (with small contribution from employee) health, prescription, vision and dental insurance premiums for the employee and dependents. Life and income protection insurance premiums are provided for the employee only, as well as paid vacation, sick leave, and holidays.

**Condition of Employment:** The selected candidate must be livescanned and tested for tuberculosis at his/her own expense prior to the start of employment. The Immigration Reform Act of 1986 requires verification of the right to work in the United States. Applicant must be able to perform essential functions of the position with or without reasonable accommodations. **All offers of employment are subject to approval by the Board of Trustees.**