

College of the Redwoods

Position Description

Position: Director of Administrative Services	Position Number:
Department: Business Services	FSLA: Exempt
Reports to: Vice President of Administrative Services/CBO	Salary Grade: 129

Summary

Under the direction of the Vice President of Administrative Services, plans, directs, manages and oversees the activities and operations of Administrative Services and provides professional accounting support and expertise in maintaining financial records and internal controls. This includes examining financial documents; reconciling reports and financial data; preparing journal entries; resolving problems; following up with appropriate units; in accordance with generally accepted accounting principles (GAAP), Ed. Code and the Chancellor's Office Budget and Accounting Manual. Organizes and supervises district-wide accounting duties to insure accurate and timely fiscal reports.

Essential Duties and Responsibilities

- Plans, organizes, and performs all aspects of accounting operations for the District providing internal control support in compliance with GAAP.
- Organizes and supervises the work of accounting office clerical staff performing data entry and record keeping for budget control records, receipt and disbursement of funds, categorical and grant funding, financial performance statements including general ledger, and other fiscal activities.
- Implements accounting controls governing all financial activity. Ensures separation of activities, access to and accounting of assets, and proper execution of transactions.
- Reviews financial data and documents to assure accuracy, completeness and compliance with College policies and procedures and applicable government regulations.
- Oversees and facilitates proper closing of the general ledger for year-end financial reporting. This includes all special funding, current accounting expenditures, deferred revenue balances, and employee-based accounts. Assists with the coordination of annual audit report with independent auditors. Coordinates documents, answer questions, prepare requested reports.
- Prepares fiscal monthly, quarterly and year-end closing reconciliations and adjustments, maintain fixed asset records and prepare annual audit schedules.
- Prepares a variety of recurring reports for Administration, County, State, and Federal agencies. Ensures compliance with accounting and legal requirements.
- Oversees a variety of accounting functions including accounts payable, accounts receivable, general ledger, purchasing, and other areas as required.

- Provides technical expertise and direction regarding accounting issues and discrepancies to all departments and divisions district-wide.
- Reviews financial record-keeping procedures, techniques and methods. Recommends and implement new or improved procedures and techniques, assuring efficiency and compliance with College policies and applicable government regulations. Trains staff to perform transactions according to requirements.
- Responsible for accurate and proper accounting and reporting for all state/federal grants including the development and maintenance of databases to ensure grant reporting and matching requirements are met.
- Plans, coordinates, and conducts periodic internal audits of all restricted grant funds according to grant documents.
- Responsible for the timely collection of accounts receivable from grants. Responsible for invoice preparation or electronic draw downs in accordance with the grant requirement.
- Oversees, monitors, and analyzes the financial operations of Auxiliaries: Foodservice, Bookstore, Rentals, and Instructional Technology.
- Performs monthly cost center monitoring of current fiscal year budget performance. Coordinates with cost center managers and divisional officers to maintain balanced cost center budgets.
- Ensures that staff members are properly trained and prepared. Plans, coordinates, and arranges for training of staff to maintain up-to-date knowledge of accounting practices, controls, and automated accounting data entry.
- Initiate and organize with Business Office staff to support district wide process trainings for other staff members.
- Interfaces with other administrators and College personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Ensures that the Business Office staff work with contracted auditors in timely and accurate audit and compliance reporting.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires in-depth technical knowledge of the principles and practices of accounting and record keeping. Requires a working knowledge of the generally accepted accounting practices and procedures for educational entities. Requires sufficient knowledge of data processing systems applying to accounting applications in order to troubleshoot problems and trace discrepancies. Requires well-developed human relations skills, sufficient to

communicate technical concepts to others, review employee performance, resolve problems, and deal with organizations and individuals inside and outside of the College. Requires skill in writing business communications and reports. Requires skill in completing complicated math calculations including sums, averages, ratios, extensions, percent, and quotients.

▪ **Abilities**

Requires the ability to carry out all aspects of the position. Must be able to prepare clear, complete, and concise financial records, analyze accounting data and prepare trial financial statements. Requires the ability to conduct technical research and complete complex mathematical and statistical computations. Must be able to prepare written reports. Must be able to lead staff in a manner that encourages high morale and efficiency.

▪ **Physical Abilities**

Requires sufficient ambulatory ability to use common office equipment and retrieve documents. Requires hand-eye-arm coordination to use a computer keyboard and 10-key at an advanced rate. Requires visual acuity to recognize letters and numbers. Requires auditory ability to carry on conversations in person and over the phone.

▪ **Education and Experience**

The position requires a Master's Degree in Accounting, Business Administration, or the equivalent specialty, and four years of experience in accounting operations, two of which must involve supervision/management of staff and leadership over transactions and production of financial statements. Additional experience may substitute for higher education.