BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Manager, Accounting

DEPARTMENT: Finance

FUNCTION: The Accounting Manager is responsible for all areas relating to financial reporting, accounting analysis, accounting procedures, and fixed assets. Accountable for all grant activities. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities. Reviews and approves all journal entries regarding fixed assets. Ensures guidelines and regulations are adhered to and fixed assets tagging, physical inventory, and accountability are in accordance to College policies and GASB.

REPORTS TO: Executive Director of Finance

SUPERVISES: Senior Financial Accountant, Junior Accountant, and Accounting Assistant-Fixed Assets

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Meets accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
2. Obtains and maintains a thorough understanding of the financial reporting and general ledger structure.
3. Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing special reports.
4. Maintains accounting controls by establishing a chart of accounts; defining accounting policies and procedures.
5. Ensures an accurate and timely monthly, quarterly and year end close.
6. Ensures the timely reporting of all monthly financial information.
7. Assists in the design and implementation of systems to ensure the accurate accounting of all grant related expenditures.
8. Maintains records of assigned federal grants which contain the total federal funds to the College and the state matching share.
9. Oversees financial aid processes and all grant accounting functions related reconciliation, analysis, and financial reporting. Assists the Executive Director of Finance in the daily banking requirements.
10. Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
11. Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
12. Supervises Fixed Assets Accounting Assistant in identifying and tagging all capitalized and inventoried capital assets including the determination of the estimated useful life and methods of depreciation.
13. Develops written procedures to track/locate movable items.
14. Advises staff regarding the handling of non-routine reporting transactions.
15. Responds to inquiries from the Executive Director of Finance, and other finance and College wide managers regarding financial results, special reporting requests and the like.
16. Avoids legal challenges by understanding current and proposed legislation; enforcing accounting regulations, and recommending new procedures.
17. Works with the Executive Director of Finance to ensure a clean and timely year end audit.
18. Supervises the general ledger group to ensure all financial reporting deadlines are met.
19. Assists in development and implementation of new procedures and features to enhance the workflow of the department.
20. Provides training to new and existing staff as needed.
21. Handles personnel issues relating to staff conflicts, absenteeism, performance issues, etc.
22. Works with each direct report to establish goals and objectives for each year and monitors and advises on the progress to enhance the professional development of staff.
23. Supports Executive Director of Finance with special projects and workflow process improvements.
24. Performs other duties as assigned by the Executive Director of Finance.

MINIMUM QUALIFICATIONS:


Education: Bachelor’s degree in Business or Accounting, a minimum of 7 years related work experience in multiple areas of accounting (Accounts Payable, Accounts Receivable, General Accounting, Payroll, and Fixed Assets); background with institution of higher education a strong plus.
Experience: see above

Submitted by: ___________________________ Date: ___________
Name/Title

Approved by: ___________________________ Date: ___________
Name/Title

Reviewed by: ___________________________ Date: ___________
Human Resources

Board Approval: _________________________ Date: ___________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE