ACCOUNTING MANAGER

$6,872.00 - $8,644.00 per month

Profile

Cerritos College is a comprehensive single-campus district serving approximately 20,000 students annually. The college is located in southeastern Los Angeles County near many southern California attractions including Disneyland, beaches and world-renowned shopping and golfing. The Accounting Department is responsible for the efficient and effective operations of the District’s accounting functions including but not limited to, maintaining an up-to-date general ledger, implementing and maintaining approved accounting controls, and the District’s accounts payable and receivable processes.

Cerritos College employees are dedicated and passionate but most importantly, we thrive on working together. Teamwork is at the heart of working life at the college. The spirit of collaboration is central to everything we do, and everything we believe in. This position provides an exceptional and satisfying career, with outstanding leadership and professional growth opportunities for motivated individuals.

The ideal Accounting Manager will have experience in:

- Maintaining a general ledger in a governmental agency, preferably a community college district;
- Overseeing and managing processes for general ledger, accounts payable, accounts receivable, and associated students accounting;
- Supervising and leading personnel, and effective team building;
- Developing, implementing, and maintaining institutional accounting controls;
- Participating in government audits;
- PeopleSoft or other enterprise information system; and
- California laws governing public accounting (GASB).

The Accounting Manager reports to the Director of Fiscal Services and supervises Classified staff. The Accounting Manager will have knowledge of and demonstrated competence in using standard office equipment and computer software, particularly financial spreadsheet and word processing programs such as MS Excel and Word. Accuracy and attention to detail, the ability to manage multiple projects and the ability to meet deadlines are essential.

The Accounting Manager will participate as a member of the District’s Fiscal Services team and will coordinate with the District’s Purchasing Department and Information Technology Department in providing District services. The Accounting Manager will also be an active member of the campus community and will participate on campus committees as needed. The Accounting Manager may deal with vendors or service providers in resolving issues related to accounts payable and receivable. The ability to present technical information in a clear and easily understood manner both orally and in writing is important in this position.

Candidates should be familiar with the job description which may be found on the District’s Human Resources webpage.

Cerritos College
Human Resources
11110 Alondra Blvd.
Norwalk, CA 90650-6298
(562) 860-2451, Ext. 2280
www.cerritos.edu

Application Deadline: 5:00 pm on September 12, 2014
Duties & Responsibilities
A description of the duties and responsibilities may be found on the Human Resources page of the College website at www.cerritos.edu/hr under Salary Schedules and Job Descriptions.

Minimum Qualifications of Education and Experience
- Requires a bachelor’s degree in Accounting, Business Administration, or equivalent specialty.
- Four years of progressively responsible experience in professional accounting, two of which must involve leadership over staff that are processing transactions and producing financial reports.
- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

Salary/Fringe Benefits
- Grade 28 on the Management Salary Schedule ($6,872.00 - $8,644.00 per month).
- Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000). (Cash in lieu option available on medical insurance.)
- Participation in the Public Employees' Retirement System and Social Security.
- 22 days annual vacation.

Conditions of Employment
- This position is a full-time 12-calendar month classified management position.
- Employment to be effective as soon as possible following completion of the selection process.
- Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Application Procedure
Interested applicants must submit:
- Letter of application indicating how you meet each of the required qualifications for this position to include, but not be limited to, information on the following:
  - Contributions to the profession
  - Related experience/accomplishments
  - Professional/personal development (workshops, diversity sensitivity training, etc.)
- Completed District Classified Employment application form.
- Résumé of educational background and experience.
- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position. A foreign transcript must be evaluated by a NACES-certified agency. The web site address is www.naces.org.
- The names, phone numbers and e-mail address of three work references to include at least one supervisor.

All above materials are to be mailed to the following address:
Cerritos College, Human Resources Department
11110 Alondra Blvd., Norwalk, CA 90650-6298

Application Deadline
This position is open until filled, but the priority date for receipt of application materials to be considered in the initial selection committee review is 5:00 PM on September 12, 2014. The position may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their application and supporting materials so that they are received not later than 5:00 PM on September 12, 2014. It is the applicant’s responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

Selection Procedure
Following the closing date, application materials will be evaluated by a selection committee. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for the position. Interviews will then be conducted by the selection committee, and finalists will be recommended for further consideration by the President-Superintendent for final selection and recommendation for employment. The selection process may also include practical exercises (i.e., teaching demonstration and/or other written, technical, manipulative, or simulation exercises) to evaluate candidates’ qualifications.