

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## Central Services

### Accounting Supervisor, Bookstore

Job #07-062

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **Accounting Supervisor, Bookstore, Central Services**.

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the direction of the Controller, perform a variety of high-level retail bookstore accounting tasks including analysis, maintenance, and review of accounts affecting the bookstore operations. Analyze and prepare financial statements and special revenues and expenditures reports. Supervise, hire, train, evaluate and provide work direction to retail bookstore accounting staff. Communicate results of operations to management and outside parties, and make recommendations for appropriate action. Identify problems and implement solutions. Prepare and examine expenditure reports, financial statements, budget variances, and detailed retail inventory tracking reports for two college bookstores and food service operations. Plan, coordinate, implement, and evaluate complex accounting projects performing special analytical tasks. Participate in the interview and selection of employees. Provide technical expertise, advice and direction to departmental accountants and personnel. Serve as a liaison and support to district accounting operations. Participate in developing budgets. Organize and maintain general ledgers and oversee the maintenance of subsidiary ledgers. Coordinate the annual physical inventory and analyze retail inventory shrinkage. Prepare year-end accruals and assure an accurate and successful annual audit. Interpret state and local regulations and guidelines and assure compliance with requirements. Update and revise procedures as necessary. Communicate with various college and District personnel and outside agencies to provide high-level financial analysis and special reports. Research, prepare, and submit state sales tax reports. Evaluate the computerized accounting system, identify problems, and work with the software vendor to design and implement solutions. Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to a Bachelor's degree in accounting or related field.
3. Five years increasingly responsible professional accounting experience.

#### **PREFERRED QUALIFICATIONS:**

1. Knowledge of generally accepted accounting and auditing principles, practices, and procedures.
2. Knowledge and experience with the retail method of inventory reporting and analysis.
3. Knowledge of financial analysis and research procedures.
4. Knowledge of the State Education Code, Serve as a resource for general Human Resources and Employment inquiries
5. State Budget and Accounting policies, and other applicable laws.
6. Ability to perform high-level professional accounting work in the analysis, maintenance, and review of accounts affecting retail bookstore operations.
7. Ability to maintain accurate financial and statistical records.
8. Ability to assure compliance with applicable district policies, procedures and governmental regulations.
9. Ability to reconcile, balance and audit records and accounts.
10. Ability to present solutions to management with confidence and effectiveness.
11. Knowledge of retail bookstore accounting.
12. Knowledge and experience in working with MBS accounting software.
13. Ability to supervise, train, and evaluate personnel.
14. Ability to oversee, review and critique the work of other accountants.
15. Ability to operate a computer and related office equipment.
16. Ability to establish and maintain cooperative and effective working relationships with others.
17. Ability to analyze situations accurately, exercise sound judgment, and work independently to adopt an effective course of action.
18. Ability to meet schedules and timelines.
19. Ability to communicate effectively both orally, and in writing.
20. Ability to work independently, with little direction.

#### **APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Accounting Supervisor, Bookstore.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

#### **-OVER-**

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

**CONDITIONS OF EMPLOYMENT**

**Salary:** \$6,084.15 per month plus benefits; level 5-65

**Position:** Full-time, Permanent, 12 months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:  
<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:  
Employment Services  
Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos Hills, California 94022  
(650) 949-6217  
Email: [employment@fhda.edu](mailto:employment@fhda.edu)  
<http://www.fhda.edu>