

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

Accounting Supervisor (Construction)

Job #07-104

Open Until Filled

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

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Controller, perform a variety of high-level professional accounting tasks in the analysis, maintenance, and auditing of accounts affecting the District's general obligation bond programs. Prepare bond project spending reports. Reconcile bond project spending reports to the financial records system. Supervise, hire, train, and provide work direction to accounting staff. Communicate results of financial analysis to management and outside parties, and make recommendations for appropriate action. Identify problems and implement solutions. Design and give direction to data services to improve the performance of the computerized financial records system. Prepare and examine capital project expenditure reports, construction in progress reports, and budget variances for program directors, management, granting agencies, and the bond oversight committee. Plan, coordinate, implement, and evaluate complex accounting projects. Interview and participate in selecting employees. Provide technical expertise, advice and direction to other departmental accountants and personnel. Serve as a liaison and support to campus accounting operations. Participate in developing budgets for accounts. Organize and maintain general ledgers and oversee the maintenance of subsidiary ledgers. Prepare year-end accruals and assure an accurate and successful annual audit. Interpret federal, state, and local regulations and guidelines, and assure compliance with requirements. Update and revise procedures. Communicate with various school personnel and outside agencies to provide high-level financial analysis, ad hoc financial reports, and recommendations. Research, prepare, and submit state and federal reports. Evaluate the computerized accounting system, identify problems, and work with programmers to design and implement solutions. Prepare and analyze project cost vs. budget; ensure consistency with board of trustee approved budget allocations. Prepare variance reports with explanations, and reconcile cost data to the General Ledger. Review project budgets with program managers on monthly forecasts-to-complete, revenue and cash flow projections.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, 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. Three years of construction accounting experience.
2. Knowledge of construction industry accounting standards, practices and procedures.
3. Knowledge of generally accepted accounting and auditing principles, practices, and procedures.
4. Knowledge of financial analysis and research procedures.
5. Knowledge of State Education Code, state budget and accounting policies, and other applicable laws.
6. Ability to operate a computer and use related software.
7. Ability to perform high-level professional accounting work in the analysis, maintenance, and auditing of accounts affecting the District's general obligation bond projects.
8. Ability to maintain accurate financial and statistical records.
9. Ability to assure compliance with applicable District policies, procedures, and governmental regulations.
10. Ability to reconcile, balance, and audit records and accounts.
11. Ability to present solutions to management with confidence and effectiveness.
12. Ability to supervise, train, and evaluate personnel.
13. Ability to oversee, review, and critique the work of other accountants.
14. Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
15. Ability to analyze situations accurately, exercise sound judgment, and work independently to adopt an effective course of action.
16. Ability to plan, coordinate, execute, and evaluate solutions to complex accounting problems.
17. Ability to meet schedules and timelines.
18. Ability to communicate effectively both orally, and in writing.
19. Ability to work independently, with little direction.

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APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting 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 (Construction).
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

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
<http://www.fhda.edu>