Job Title: Accounting Director

JOB SUMMARY

The Accounting Director is responsible for the administration, development and implementation of initiatives, supervision of employees, management of the operating budget, and manages the comprehensive accounting and financial activity for a technical college.

MAJOR DUTIES

Manages and develops a comprehensive accounting program, which integrates Generally Accepted Accounting Principles (GAP), Governmental Accounting Standards, statutory accounting requirements, and departmental fiscal policies and procedures
Analyzes financial statistics and other accounting data to identify trends impacting fiscal position of the technical college
Supervises subordinate employees involving financial and accounting operations
Reviews and analyzes general ledger accounts accurately for fiscal integrity as well as compliance with applicable principles, standards, guidelines, policies, and procedures
Prepares or directs the preparation of financial reports in both standard and specialized formats
Correctly identifies discrepancies in financial records and takes appropriate corrective action(s) to amend identified variances
Represents the financial interests of the technical college in accounting related interactions with other parties such as banks, vendors, auditors, and external customers
Correctly applies principles in analyzing accounting and fiscal situations to ensure integrity of the fiscal operations
Submits financial reports as requested in a timely manner
Develops and maintains effective internal control structures that preserve the integrity of the
Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures
Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects;
Evaluates employees at scheduled intervals upon reviewing of all relevant information;
Conducts regular evaluation of services provided and makes adjustments as needed;

COMPETENCIES

Knowledge of accounting principles to include GAP, Governmental Accounting Standards, and statutory regulations
Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills
MINIMUM QUALIFICATIONS

Bachelor’s degree in accounting, public administration or a closely related field *and* Three (3) years full-time work experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.