Job Posting Preview

Position Information

Posting Number 0120040

POSITION INFORMATION

Position Title Sr Systems Accountant

Title Code 1657

Link to Job Brochure (if available)

Posting Date 11-14-2012

Filing Deadline (All postings close at 4:00 PM) 11-30-2012

Additional Filing Deadline Information Filing deadline: Friday, November 30, 2012 @ 4: p.m..

Job Category Classified

Appointment Type Classified - Permanent

Permanent. An appointment made as a result of certification/referral from an eligible list to a permanent position.

Employment Status:

This position is grant-funded and is funded on a yearly basis. Hours are subject to change after appointment dependent upon grant status.

Appointment Start Date

Appointment End Date

Bilingual (Classified): No

Work Schedule/Load One (1) full-time (40 hours/week) / full year position.

Location District Business Office, 33 Gough Street

Salary $2,563.20 - $3,115.20 bi-weekly

$66,643.00 - $80,995.00 annually

Benefits

DEPARTMENT INFORMATION

Department/Division District Business Office
Under general direction, the Senior Systems Accountant contributes to and develops and implements accounting policies and procedures for all grants/accounting at City College; manages General Ledger systems for grants, including Grants and Contracts module; documents logic and processes of the General Ledger systems; manages the Restricted General Fund, Child Development Fund and Internally Designated Fund of the District; negotiates issues with grantors, including indirect cost rates and compliance; reviews and approves budgets pertinent to grants/contracts; develops and produces reports for internal and external use; coordinates and leads staff development; supports and prepares audit schedules, including the Schedule of Federal Awards and Activities and the Schedule of State Awards and Activities; supports Reconciliation of Annual Program Review Process and performs related duties as required.

1. Responsible for maintenance and development and implementation of accounting policies and procedures regarding categorical and competitive grants. Policies include compliance with Federal OMB 133, State compliance and local and private contribution requirement.

2. Oversees BANNER General Ledger system, as it pertains to grant/contract accounting, which includes the Grants and Contracts module. Documents all system logic and procedures.

3. Manages/supervises the Restricted General fund, Child Development fund, and Internally Designated Fund, day to day accounting operations from budgeting to reporting and compliance.

4. Establishes guidelines regarding administration of grants, including budgeting, appropriating, reporting and billing.

5. Develops reporting requirements and standards for internal and external reporting including progress reports to Project Directors and Senior Management. External reporting includes reports to Grantor and Audit Schedules in compliance with Federal OMB 133 and 110.

6. Responsible for staff development. Evaluates and mentors grant accounting staff.
7. Prepares portions of the Restricted Fund and Child Development Funds of the Schedule of Federal and State Assistance at year end.

Examples of Duties (Continued, if applicable)

Minimum Qualifications

Applicants must be on the current Class 1657 Accountant IV/Sr. Systems Accountant Eligible List with the City And County of San Francisco, Department of Human Resources.

Minimum Qualifications (Continued, if applicable)

1. Certified Public Accountant.
2. Working knowledge of GASB/GAAP, especially as it pertains to grants/research.
3. Excellent understanding of computerized G/L systems, especially applicable to higher education.
4. Excellent written and oral communication skills.

Desirable Qualifications

To be considered a candidate for the position, the following materials must be submitted. Substitution of required documents is not permitted.

1. A letter expressing interest in the position specifically indicating how you meet the Desirable Qualifications as listed in this announcement and identifying the department above;
   AND

Application Procedure

2. A current resume summarizing educational background and related work experience;
   AND

3. Completion of the online application (start process by clicking on the "Apply for this Posting" button at the bottom of the page).

Application Procedure (Continued, if applicable)

Link to Additional Form(s) (if available)

ADA Statement

Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 415/241-2294 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

Special Instructions to Applicants

Selection Procedure/Conditions of Employment

It is the policy of the City College of San Francisco to provide all
persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Affirmative Action Office, (415) 241-2285.