Job Posting Preview

Position Information

Posting Number 0120043

POSITION INFORMATION

Position Title Financial Systems Spvrs

Title Code 1670

Link to Job Brochure
(if available)

Posting Date 11-08-2012

Filing Deadline
(All postings close at 4:00 PM) 12-07-2012

Additional Filing Deadline Information Filing closes Friday, 12/07/2012, 4:00pm.

Job Category Classified

Appointment Type Classified - Provisional

Employment Status: Provisional incumbents will be required to pass a Civil Service Examination process for this class in order to be considered for a permanent position.

Appointment Start Date

Appointment End Date

Bilingual (Classified): No

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

Location District Business Office, 33 Gough Street, San Francisco, CA 94103

$4,497.60 - $5,860.80 biweekly;
$116,938 - $152,381 annually

Salary NOTE: Higher salary steps based on years of service at City College of San Francisco

Benefits

DEPARTMENT INFORMATION

Department/Division District Business Office

Contact:(for information regarding the duties) John Bilmont

Contact Phone/Extension 415-241-2230

Contact Email jbilmont@ccsf.edu

POSTING TEXT

Position Description

Under the direction of the Chief Financial Officer, the incumbent is responsible for managing and directing the general accounting, accounts payable, cash management, capital outlay accounting, grant accounting, proprietary, trust, and endowment funds. Includes all phases of accounting related activities.

1. Manage and direct the accounting functions of the District.

2. Analyze accounting/financial workflow/workloads to determine most practical and efficient manner of performing the work of the department; analyze applicable laws, regulations, office methods, rulings and procedures as they pertain to the work of the department.

3. Prepare the following reports:
   a) annual financial statements,
   b) interim financial statements.

4. Review, develop, document, and maintain internal accounting controls. Coordinate, support, and/or direct all audit activity.

5. Develop, implement, and maintain on-going training program for staff on GAAP/GASB guidelines and procedures.


7. Coordinate and monitor compliance with financial provisions of federal, state, and local grants.

8. Oversee the financial integration of modules of an automated MIS system (finance, student, financial aid, human resources/payroll).

9. Supervise a group of staff accountants.

10. As required by the Chief Financial Officer, make presentations to the Board of Trustees, budget and planning committee, and other groups as needed.

Examples of Duties

Examples of Duties (Continued, if applicable)

1. Possession of a baccalaureate degree from an accredited university or college with major coursework in accounting, finance, business administration or a related field. Such education must include at least 12 semester units in accounting. Units in computer science are highly desirable;

AND

2. Eight (8) years of professional accounting or financial management experience with large, complex financial systems, preferably government, including analytical and problem solving work, performing difficult and responsible accounting and reporting tasks, preparing financial records and reports, and supervising staff; requiring three (3) years supervising a large unit of accountants, analysts, and support staff.

Minimum Qualifications

Substitution: An associate degree in accounting and an additional two (2) years of professional accounting experience in computerized governmental financial systems may substitute for the required education. No substitution may be made for the 12 semester units in accounting. A master's degree in accounting, business administration, computer science or closely related field may substitute for one (1) year of professional accounting experience. Essential duties require the following physical skills and work environment: ability to work in a standard office environment.

Minimum Qualifications (Continued, if applicable)

Desirable Qualifications

1. Licensed Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA), are highly desirable.
2. Excellent written and oral communication skills.

Applicants must submit the following materials to be considered for the position:

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

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

3. Completion of the online application and submission process (click on the APPLY TO THIS POSITION button below); AND

4. Educational Verification as stated below.

Application Procedure

Educational Verification: Verification of qualifying education must include copies of transcripts, diplomas or certificates. If verification cannot be obtained, the applicant must submit a signed statement with the application explaining why such verification cannot be obtained. Requests for waiver will be considered on a case-by-case basis. Foreign degree(s)/coursework used as qualifying to meet minimum qualifications must be evaluated by a foreign degree evaluation services organization, before an application can be processed. Please contact the City College of San Francisco Human Resources Department at (415) 241-2246 for evaluation sources. Failure to submit the required verification or request for waiver with the application at the time of filing will result in rejection of the application.

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) 241-2294.

EEO Statement