




Senior Accounting Technician New Position Proposal

Planning and Budgeting Council

11/10/2016

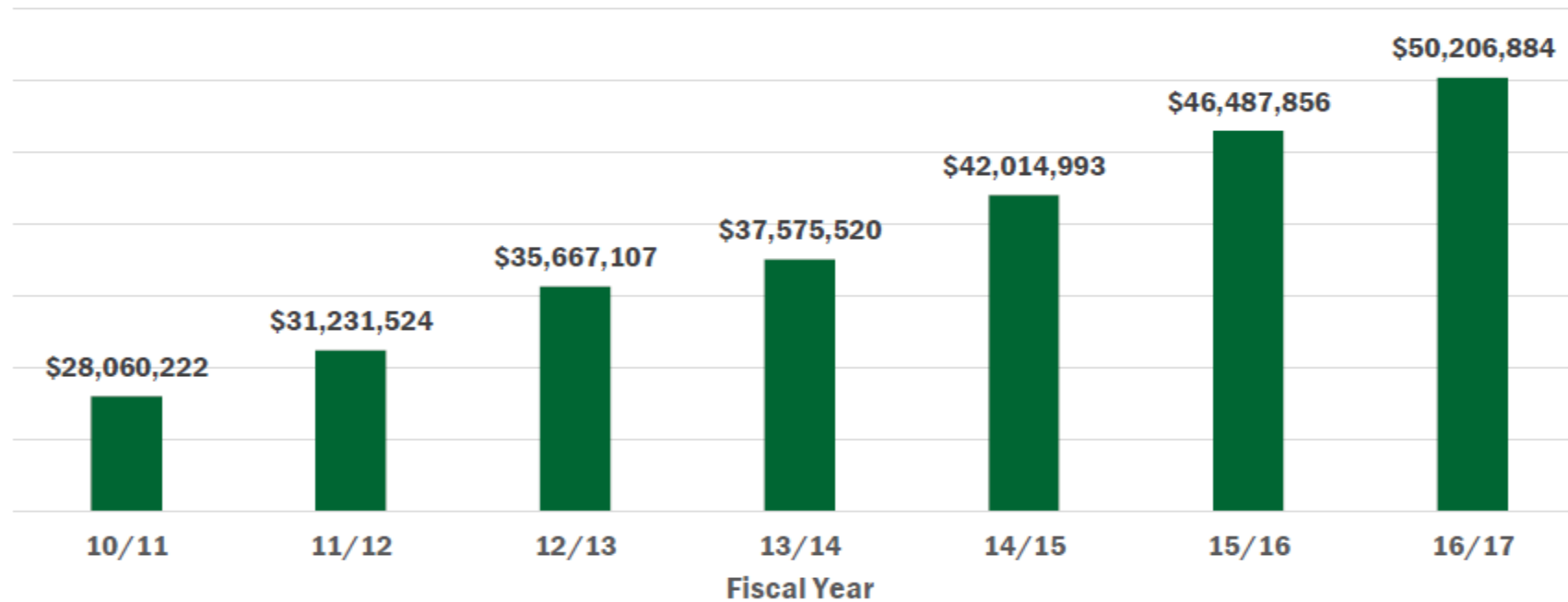
Overview

- **Position needs**
 - **Duties/Responsibilities/Role**
 - **Alignment with mission and goals**
 - **Impact**
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Position Needs

- College funds have increased 79% since FY2010/2011 to more than \$50 million


College Total Fund Management, 2011-2017



Position Needs Cont....

- **The Budget Office is responsible for managing over 100 funds**
 - **We have more than 68 restricted funds some of which include:**
 - **16 federal grant funds**
 - **28 state grants and categorical funds**
 - **19 local and foundation grants**
 - **Budget planning and expense monitoring and reporting is required on each of the budgets**
 - **We currently have 2.0 FTE dedicated to the overall college budget operations.**
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Duties/Responsibilities/Role

- **Maintaining accounting records**
 - **Financial reporting**
 - **Fund accounting**
 - **Account balancing**
 - **Accounts payable and receivable**
 - **Internal and external audit preparation and coordination**
 - **Timelines and procedures for college finance operations**
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Alignment with College Mission and Goals

- College grants and categorical funds support the College mission through development of:
 - Clear pathways
 - Promote engagement and professional development
 - Create innovative learning systems
 - Improve completion
 - Collaborate and strengthen community partnerships
 - Promote social justice by addressing areas of disproportionate impact




Alignment with College Mission and Goals cont....

- **Position is needed to support the grant and categorical activities by:**
 - **Assisting in the maintenance of accounts and records**
 - **Providing accounting and financial documentation and reports**
 - **Assisting with budget issues, accounting reports**
 - **Reporting deadlines and year end closing and accounts balancing**

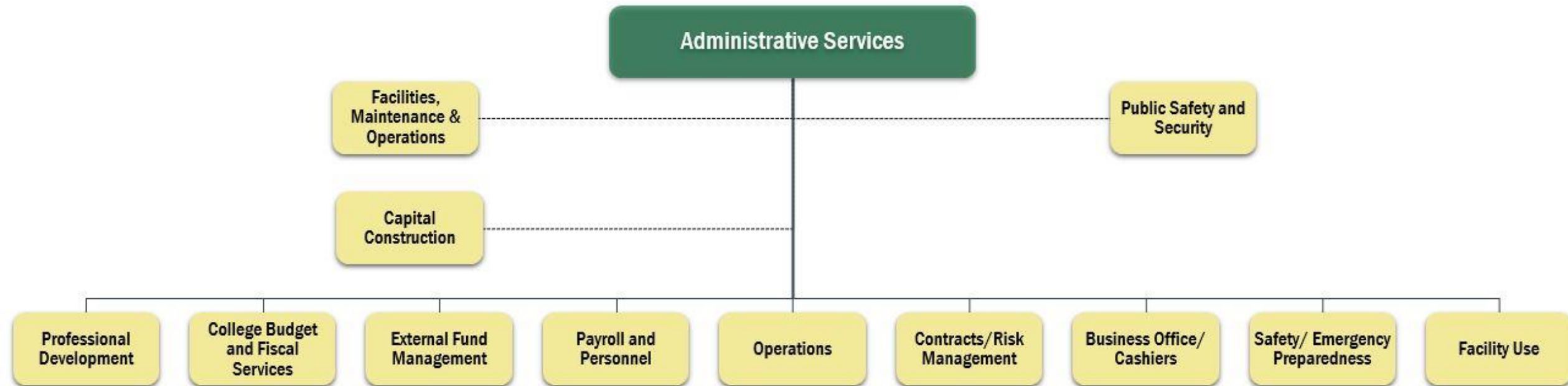


Impact

- Position will provide additional support in all areas of budget, purchasing, accounts payable, accounts receivables, and reporting.
 - Adding the position to our team will strengthen the department by providing a critical level of support necessary to maintain budget operations for the campus.
 - Budget office team is challenged to keep up with the bare minimum for compliance, and does not have any bandwidth to provide resources or support to strategically address the multitude of complexities surrounding grant and categorically funded positions such as:
 - Developing a system for tracking grant and categorical fund cycles
 - Reporting dates and requirements
 - Tracking categorically funded positions
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Impact Cont....

- The 2 positions dedicated to college budget operations each work 45-50 hours a week to keep up with the workload necessary to maintain operations
- Administrative Services is responsible for the following areas:



Closing

- **We are confident that a minimum of 60% of the Senior Accounting Technician position salary and benefits will be offset through external funds and contract revenue.**

