

ENROLLMENT REPORTING MANAGER

CLASS SUMMARY

Under general direction, plan, organize, coordinate, supervise and direct administrative functions and services pertaining to enrollment projections, state apportionment reporting, system software refinements, cash management, General Accounting Standards Board financial model, and other duties that maybe assigned.

REPRESENTATIVE DUTIES

Serve as an integral part of the enrollment collection process and as a liaison with college departments, divisions, and outside agencies; present enrollment projections to the FTES Group, elicit strategies to achieve enrollment goals; prepare and obtain certification of the web based, Apportionment Attendance Report, and the Apprenticeship Attendance Report three times yearly showing annual amounts for each report; maintain supporting documentation for reports including the factors for released flexed time activities and required annualizing calculations; attain, interpret, and apply state regulations – Education Code, Title 5, related publications pertaining to enrollment collection, and the Governmental Accounting Standards Boards' pronouncements, provide input for implementing improvements for automated processes such as attendance reporting and projections; develop cash forecasts and oversee the preparation of historical cash flow statements and prepare the documentation for tax revenue and anticipation note; oversee capital asset accounting and reporting, capitalization policy compliance, reconciliation of the general ledger control amounts, to the detailed subsidiary fixed asset system; provide capital asset worksheets, adjusting journal entries, and financial statement notes to complete the annual financial model and audit; prepare board agenda items; train, direct, and review the work products of support staff.

ORGANIZATIONAL RELATIONSHIPS

This position reports to Assistant Vice Chancellor, Fiscal Services.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Bachelor's degree or equivalent, and three to five years of recent combined experience in fiscal services, budgeting, accounting, and admissions & records activities, preferably in a community college setting. CPA or CMA together with relational database experience is desirable.

ENROLLMENT REPORTING MANAGER cont'd

Knowledge and Abilities: Experience with planning, organization and direction of administrative services; generally accepted accounting principles; applicable laws, codes, regulations, policies and procedures pertaining to fiscal services, accounting, budgeting, and admissions & records; budget preparation and control; oral and written communication skills; principles and practices of supervision and training; ability to evaluate performance; interpret, apply and explain rules, regulations, policies and procedures; build and maintain cooperative working relationships; meet schedules and timelines; work independently with little direction.