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| **DIRECTOR, FISCAL SERVICES** | | | |
| **Reports to:** | Vice President, Business & Administrative Services |  |  |
| **Dept:** | Fiscal Services | **Range:** | CM-18 |
| **FLSA:** | Exempt | **EEO:** | Executive/Administrative/Managerial |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**BASIC FUNCTION:**

Under general direction, plan, organ­ize, control and direct the operations and activities of the Fiscal Services department including the preparation, development, monitoring, review, analysis, maintenance and adjustment of funds and accounts; develop and prepare the annual district budget; coordinate, direct and participate in financial recordkeeping, reporting and related auditing functions to ensure accur­ate and timely accounting and reporting of district accounts and budgets in accordance with generally accepted federal, state, county and district requirements and practices; otherwise coordinate and maintain the district’s financial records; and perform related duties as assigned.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Plan, organize, direct, control, integrate and evaluate the work of Fiscal Services personnel; with managers, develop, implement and monitor work plans to achieve goals and objec­tives; contribute to the development of and monitor performance against the annual depart­ment budget; manage and direct development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
2. Direct and manage the performance of Fiscal Services staff; direct and oversee the selec­tion of managers and staff; establish perform­ance requirements and personal development targets for direct reports; regularly monitor performance and provide coaching for perform­ance improvement and development, in accord­ance with district human resources policies and labor contract agree­ments.
3. Provide day-to-day leadership and work with staff to ensure a high-performance, service-oriented work environment that supports achieving the department’s and district’s mission, objectives and values.
4. Plan and coordinate the activities and services for the fiscal services operations of the district, including accounting, payroll, banking and auditing; establish and maintain audit and internal control practices.
5. Plan and coordinate the development and preparation of the annual district budget.
6. Direct the year-end closing of books and preparation of financial statements; direct the annual district audits and represent the district in all external audit procedures; direct and maintain all funds and accounting records of the district; gather information and provide background materials to internal and external auditors and imple­ment recommendations.
7. Direct the collection of receipts and the deposit of funds with the County Treasury and various banking institutions including financial aid wire transfers and reconciliations.
8. Project, monitor and analyze property tax revenues; understand and implement Govern­mental Accounting Standards Board (GASB) statements, Accounting Advisories, and changes to Statements on Auditing Standards (SAS); interpret and implement board policies and administrative procedures related to Fiscal Services activities and recommend revisions as required.
9. Act as signing authority for all district, Bookstore, Cafeteria, Associated Students and Clubs, Scholarship, Foundation and Enterprise checks and warrants.
10. Project and develop intermediate and long-range parameters for resources and appropria­tions; review and analyze new legislation affecting the district’s financial status.
11. Analyze budget projections, cash flow and cash forecasts; advise Vice President, Busi­ness & Administrative Services on status of accounts and recommend action; provide for short and long-term financing including county temporary loans, Tax Revenue Anticipation Notes and General Obligation Bonds; work with external institutions to sell notes and bonds.
12. Direct the annual state financial report and the preparation of other quarterly and annual financial statements and reports for submittal to federal and state agencies; prepare agenda items, resolutions and public notices in accordance with district, state, federal and local procedures and regulations.

**OTHER DUTIES:**

1. Provide technical expertise and information to district personnel, external auditors, local, state and federal agencies.
2. Prepare, monitor and authorize expenditures against the Fiscal Services budget.
3. Prepare and monitor records retention policies and schedules in compliance with state education code requirements.
4. Respond to surveys as requested and prepare management information reports as needed.
5. Review grants and program contracts; assess financial impact on district.
6. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

1. Generally Accepted Accounting Principles (GAAP), Budget and Accounting Manual for Cali­fornia Community Colleges, Contracted District Audit Manual for California Community Colleges.
2. Budgeting methods and practices.
3. Research methods and analysis techniques.
4. Computer applications such as integrated software management systems and spreadsheets.
5. Applicable sections of the state education code and other laws.
6. Principles and practices of student financial aid programs.
7. Principles and practices of supervision and training.
8. Financial recordkeeping procedures and practices.
9. Business math.
10. Oral and written communication skills including correct English usage, grammar, spelling, punc­tuation and vocabulary.
11. Interpersonal skills using tact, patience and courtesy.
12. District organization, operations, policies and objectives.
13. Modern office practices, procedures and equipment.

ABILITY TO:

1. Understand, interpret and apply policies and procedures, regulations, government and state code, and other applicable laws.
2. Interpret and prepare complex financial reports.
3. Prepare clear and comprehensive reports, correspondence and budget estimates.
4. Analyze situations accurately and adopt effective courses of action.
5. Work confidentially with discretion.
6. Plan and organize work.
7. Meet schedules and timelines.
8. Work independently with little direction.
9. Train, supervise and evaluate personnel.
10. Maintain records.
11. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
12. Organize, set priorities and exercise expert independent judgment within areas of responsi­bility.
13. Develop and implement appropriate procedures and controls.
14. Communicate effectively, both orally and in writing.
15. Operate a computer and standard business software.
16. Work collaboratively with other directors and managers and provide expert advice and counsel to develop solutions to complex issues.
17. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
18. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
19. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a bachelor’s degree in accounting, finance or a related field, and supervisory experience related to the duties and responsibilities of the position; or an equivalent combination of training and experience. Experience in a public agency is preferred

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Accounting Supervisor, Financial Analyst, Payroll Specialist, student workers.

**CONTACTS:**

Faculty and staff, coworkers throughout the district, students, vendors, external auditor, County Office of Education, and state educational agencies.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at computer, including repetitive use of a computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily works in an office environment. Subject to frequent interruptions by individuals in person or by telephone; intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours, with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.