



DIRECTOR OF FISCAL SERVICES

DEFINITION

Under administrative direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Fiscal Services Department, including general accounting, budget, purchasing, cash flow management and financial reporting; formulates departmental policies, goals, and directives; coordinates assigned activities with other District departments, officials, outside agencies, and the public; provides highly responsible and complex professional assistance to the Deputy Superintendent/Executive Vice President, Administrative Services in areas of expertise; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from Deputy Superintendent/Executive Vice President of Administrative Services. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This management classification is responsible for planning, organizing, coordinating, and directing the fiscal staff and programs supporting the District's business, administration, instructional and student services operations. Positions at this level assume responsibility for administrative, long- and short-term planning, and budgeting; in addition they recommend and implement the programs, projects, goals, and policies and procedures of the functional area(s) to which they are assigned, ensuring alignment with the attraction, retention and academic success of students. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Finance Department programs, services, and activities including general accounting, budget, purchasing, cash flow management and financial reporting.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages the development and administration of the District's annual tentative and adopted budgets; collaborates with management from other divisions and departments in the development of budgets, ensuring a comprehensive approach to the budget process; presents budgets to the Board of Trustees for approval; monitors expenditures and approves budget transfers; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures;

assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

- Directs the preparation of, and/or prepares District financial reports including, but not limited to quarterly financial statements for the Board of Trustees, monthly reports on the unrestricted general fund and periodic special reports; prepares projections to assist the Cabinet with fiscal decisions; ensures reports are distributed in a timely manner.
- Ensures that the District's financial records, reporting and operations are compliant with mandated requirements; directs the development and implementation of the District's Chart of Accounts.
- Assumes responsibility for coordinating the audit process for the District; oversees the examination, reconciliation and adjustment of accounting records and the annual closing of the books; collaborates with the Independent Auditor for the District's multiple audit processes; coordinates and prepares responses to the annual audit report of findings by providing comments and recommendations when necessary.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Reviews and approves accounting entries, including journal entries, cash receipts, interfund transfers, approves accounts payables transactions and monitors the receipt of warrants; manages the financial aid and scholarship disbursements.
- Directs the District financial operations for short term and long term debt management; manages bank accounts, monitors cash flow and supervises all bank account disbursements; works collaboratively with the County Treasury Office and the San Bernardino County Superintendent of Schools office on financial matters.
- Plans and directs the District's purchasing and disbursement activity; reviews and approves purchase orders; serves as the administrator of the District's Calcard program; maintains District contracts and lease purchase agreements.
- Directs the establishment and maintenance of departmental files and records.
- Represents the department in meetings with District divisions, departments, deans, and outside agencies, and on assigned boards and committees; explains and interprets financial programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Prepares, reviews, and presents reports on special projects as assigned by Deputy Superintendent/Executive Vice President of Administrative Services.
- Attends and participates in professional group meetings; maintains current knowledge of new trends and innovations in the field of financial management.
- Works productively and cooperatively with others by demonstrating respect, patience, and equitable treatment of all internal and external customers.
- Ensures staff observe and comply with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of leadership.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles of higher education in community colleges, including the mission of the California Community Colleges.
- Organization and best management practices related to the evaluation of the District's diverse fiscal needs.
- Principles and procedures of District budgeting and accounting.

- Financial audit principles, practices, processes and requirements.
- Generally accepted accounting and auditing principles related to governmental compliance accounting.
- Provisions of the California Community College Budget and Accounting Manual.
- Principles and practices of budget development and administration.
- Financial analysis and cash flow projection techniques.
- Principles and practices of developing comprehensive financial statements and reports.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Methods and techniques of developing business, administrative and technical reports, correspondence and presentations
- Applicable Federal, State, and local regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles and practices of contract negotiation and administration.
- Techniques for effectively representing the District in contact with government agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee and manage the staff and operations of the Fiscal Services Department.
- Recommend and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the department.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Develop and monitor District budgets to effectively utilize resources.
- Prepare clear and concise administrative and financial reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present financial information and data in an effective manner.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic,

religious, and cultural backgrounds of community college students.

➤ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

➤ Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, business administration, or a related field.

Experience:

➤ Seven (7) years of increasingly responsible professional financial program experience, five (5) of which should be at the management level.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.