



## **ASSISTANT DIRECTOR OF FISCAL SERVICES**

### **DEFINITION**

Under administrative direction, the Assistant Director of Fiscal Services assists in planning, organizing, coordination, and management of fiscal staff. Provides administration, coordination and fiscal analysis of District funds and budgets; participates in fiscal year budget preparation of total revenue and expenditures, provides technical general ledger accounting duties, and performs a variety of complex accounting analysis and reporting; provides highly responsible and complex professional assistance to the Director of Fiscal Services in areas of expertise; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Fiscal Services. Exercises direct supervision over professional, technical, and support staff.

### **CLASS CHARACTERISTICS**

This management classification assists in 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 assist in administrative, long- and short-term planning, and budgeting; in addition, make recommendations for implementation of 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.*

- Prepare a variety of detailed financial, accounting, and statistical statements, analyses, documents, and reports; gathers and organize data to assist in the preparation of yearly budget development and the administration of the District General Fund such as Unrestricted, Restricted, and Auxiliary Budgets.
- Evaluate year-end encumbrances to determine carry over balances and prepare ending balances projection and analysis for General Fund/Unrestricted, Restricted, and special funded projects.
- Plan, prioritize and perform accounting work for specially funded projects; coordinate activities within projects; communicate with a variety of District, County, state and federal offices and agencies regarding specially funded programs.
- Monitor District-wide revenue and expenditures for variances and to ensure compliance; reconcile budgeted revenue and revenue received by the District's numerous funding sources including apportionment and special revenue for the State Chancellor's Office.
- Analyze and advise senior management regarding budget adjustments and other budget issues; make recommendation for budget adjustments as necessary to meet operational needs.
- Analyze and approve specially funded account transactions; coordinate scheduling of specially funded program reports and claims to accommodate established deadlines.
- Recommend and design data processing, operational approaches and modifications for selective grants, and various state and federal contract reports including modification to the District Chart of Accounts

to fulfill reporting needs.

- File, maintain and distribute appropriate financial reports and claims with various governmental agencies.
- Provide technical direction regarding proper budgeting and accounting procedures to District personnel; develop new procedures and provide ongoing auditing of current procedures to ensure compliance and effectiveness.
- Facilitate and prepare financial statements and budget modification documents for board agenda items.
- Review board action items for financial impact and compliance with legal requirements; interpret and assist with the implementation of laws, rules, and regulations, as well as the District policies and procedures, related to projects, contracts, grants and financial reporting.
- Maintain income records; monitor the collection of funds due and ensure that revenues and expenditures are properly accounted for and distributed to appropriate programs and accounts.
- Perform year-end function and provide necessary information and documentation for the annual district audit; as well as, assisting auditors as needed.
- Obtain, review and analyze information concerning relevant new legislation and regulations that impact the district's legal budget and reporting requirements; assist with the development and implementation to procedures to ensure compliance.
- Maintain District's fixed assets schedule.
- Reconcile cash accounts, fund balances, vendor, and specific balance sheet accounts, cash receipts with deposit reports for assigned operations and audit to daily sales.
- Prepare and or review entries to general ledger including year-end closing and adjusting entries.
- Attend training and meetings for specially funded programs as required.
- Ensures staff observe and comply with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of general and governmental accounting, budgeting, auditing, and finance as applicable to community colleges.
- Methods and techniques used for financial analysis.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communications skills.
- Integrated information systems and use of appropriate software.
- Federal, state and local laws, codes and regulations pertaining to community college accounting and financial reporting.
- 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 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.
- Applicable Federal, State, and local regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- 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 assigned staff.
- Learn and apply methods and procedures of community college accounting.
- Prepare and compile statistical and administrative research and reports.
- Maintain and balance a variety of complex financial records, ledgers and accounts.
- Analyze situations accurately and adopt an effective course of action.
- Interpret and apply federal and state laws, rules and regulations relating to community college fiscal operations.
- Research, compile, analyze, interpret, prepare and maintain a variety of complex fiscal, statistical and administrative records and reports.
- Train assigned project staff in budget establishment and control.
- Meet schedules and timelines.
- Understand and follow oral and written directions.
- 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:

- Five (5) years of increasingly responsible professional financial program experience, with at least three (3) years in a lead or supervisory role.

**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.