



Director, Fiscal Services

Management Range: 21

Board Approved: 7/11/2019

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*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 within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under administrative direction; directs, manages, supervises and coordinates assigned activities and operations of the Fiscal Services Department including District-wide budget and accounting functions, control of District budgets, preparation of financial reports, analysis and interpretation of accounting data; coordinates assigned activities with other departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the administration.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

Management:

1. Manages and directs the oversight of the District's accounting operations, including the maintenance of records of all expenditures and revenues, ensuring fiscal solvency and conformance with generally accepted accounting principles and contract requirements.
2. Monitors and analyzes revenue and expenditures, monitors cash balances to assure cash availability to meet District needs.
3. Assists in real estate investment purchase and real estate operational accounting, coordinates Property Management activities, including property manager relations, and interpreting and ensuring compliance with tenant leasing agreements.
4. Oversight of operations involved with enterprise resource planning (ERP), including implementation, project management, user support, District-wide training, and maintenance.
5. Assists the Executive Vice Chancellor in construction bond transactions, including preparation for and participation in bond rating assessment interviews with external agencies, and bond program fiscal management.
6. Provides assurance of compliance in fiscal matters specifically related to the District's status as fiscally accountable.
7. Selects, trains motivates, and evaluates assigned personnel; assigns work activities, projects and programs; reviews and evaluates work products, methods, and procedures; meets with personnel to identify and resolve problems.
8. Advises the Executive Vice Chancellor in district-wide budget, accounting, and other fiscal matters.
9. Serves as an appointed Board Member on the County-wide Oversight Board representing all community college districts in San Bernardino County.
10. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels.
11. Recommends and administers a system of accounting policies and procedures.
12. Provides technical advice and information to administrators and staff members on financial and budgeting matters.



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13. Serves on a variety of committees; serves as liaison for the Fiscal Department with other departments, divisions, and outside agencies.
14. Attends and participates in professional group meetings; maintains awareness of new trends and development in the field of accounting and financial management; incorporates new developments as appropriate.
15. Reviews and approves employee requisitions for funding.
16. Responds to and resolves difficult and sensitive inquiries and complaints.
17. Handles special assignments and performs and other related duties as assigned.
18. Administers the collective bargaining agreements among the District and the classified union.

Transactions:

1. Assures timely and accurate preparation and distribution of warrants to vendors.
2. Operate the District's accounting software package.
3. Maintain a chart of accounts that fulfills the record keeping needs of the District.
4. Maintain an orderly filing system for all accounting records, including a system of document archiving and destruction; provides assistance to others in the department and maintenance of accounting records.

Reporting:

1. Compile and issue accurate financial statements on a timely basis.
2. Measure the financial and operational performance of the business and report this information in ongoing reports to management.
3. Conducts a variety of organizational studies, investigations, and operational studies, prepares various financial analyses for management; recommends modifications to accounting programs.
4. Assists with authorizing budget transfers, requests for reimbursement and coding of purchase and personnel requisitions, assuring compliance with Title 5 regulations, community college accounting manual, and district policy.
5. Provide information needed by outside auditors to examine the company's financial statements and accounting system; directs the closing of the fiscal year; implements auditor's recommendations.

Planning:

1. Collaborates with others to develop and implement the District's annual preliminary, tentative, and adopted budgets, and provides leadership in the development of budget proposals and budget allocation processes.
2. Coordinate the preparation of the District-wide annual budget and other related budget documents, as well as testing it for achievability.
3. Oversees and participates in the development and administration of the Fiscal Services' department annual budget; participates in forecasts of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
4. Manages and participates in the development and implementation of goals, objectives and priorities for assigned areas and programs.



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Compliance:

1. Maintain proper internal accounting controls over all accounting functions to safeguard District Assets, establish accuracy and reliability of financial data and ensure compliance with District policies and procedures.
2. Monitor compliance with Generally Accepted Accounting Principles.
3. Comply with any filing requirements imposed by local, state or federal governing authorities; file all reports and claims for cash advances and reimbursements.
4. Comply with all tax reporting and payment requirements.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of an accounting program pertinent to college district including those related to categorically funded programs.
- Advanced principles and practices of professional accounting, finance, budgeting and auditing.
- Principles and practices of program development and administration.
- Methods and techniques of internal control, cash flow and administration.
- Method and techniques of internal control, cash flow and funds management.
- Principles and business applications of data processing.
- State accounting and reporting requirements,
- Methods and techniques governing the design and development of financial systems.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes and regulations.

Ability to:

- Oversee and participate in the management of a comprehensive accounting and fiscal services program.
- Oversee, direct and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of goals, objectives and procedures for assigned area.
- Assist in the preparation and administration of the District budget.
- Prepare clear and concise administrative and financial reports.
- Supervise and perform professional accounting, statistical and auditing work involving the establishment, maintenance, and interpretation of interrelated financial policies and procedures.
- Assemble, analyze and interpret data, and make appropriate recommendations for fiscal and budget actions. Oversee and ensure accurate processing of classified and certificated payroll.



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- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Coordinate and oversee internal and external audits.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws and regulations.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contracted in the course of work.

Education and Experience Guidelines

Education/Training:

- A Master's degree from an accredited college or university with major course work preferably in accounting, business administration or a related field. A Bachelor's degree from an accredited college or university with major coursework preferably in accounting, business administration, or a related field with 7 years of experience can be used in lieu of a Master's degree.

Required Experience:

- Five (5) years of increasingly responsible experience in general accounting, including three (3) years at a managerial/supervisory level in general accounting and/payroll preferably in a college or governmental setting.

License and Certification:

- Current and valid California driver's license.

Preferred Experience:

- A Certified Public Accountancy (CPA) certificate.
- Experience in a community college setting.
- Experience with developing partnerships and collaborations.
- Experience with diversity programming and services.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.



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Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.