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.

JOB SUMMARY.

Responsible for planning, organizing, directing and controlling the activities, services and operations of College fiscal management services, including revenue and expenditure control, cash management, budgeting, accounting, payroll, accounts payable, purchasing, cashiering and fiduciary accounting. Provides technical expertise and guidance to College administrators concerning budget, accounting, and financial matters.

DISTINGUISHING CHARACTERISTICS.

The Director, Fiscal Services is distinguished from other fiscal-related management classes by its responsibility for providing leadership and direction for the College’s Fiscal Services department.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.  Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

2. Plans, organizes, directs, and controls the activities, services and operations of District fiscal management services, including revenue and expenditure control, cash management, budgeting, accounting, payroll, accounts payable, purchasing, cashiering and fiduciary accounting; establishes, implements and enforces departmental goals and objectives.

3. Interprets, applies, and assures compliance with applicable laws, codes and regulations; remains current on applicable legislative decisions and developments.

4. Assembles, develops, monitors, and controls department budgets; purchases supplies and materials as needed.
5. Directs the preparation and auditing of District financial reports and claims for District funds; directs the closing of the fiscal year and plans and coordinates the annual contracted audit of fiscal operations and activities; establishes and assures appropriate internal controls and establishes and maintains sound fiscal responsibility.

6. Projects revenues and analyzes, establishes, recommends, approves, and prepares budgets and adjustments to comply with District, Federal, State, and local requirements; maintains budget account structure.

7. Monitors revenue and expenditures to assure compliance with District, Federal, State, and local requirements; prepares cash flow projections to assure sufficient cash availability for District needs; assures proper documentation to substantiate the appropriateness and authenticity of financial transactions and payment of accounts.

8. Coordinates and participates in the preparation of comprehensive and periodic financial records and reports, statements, ratio analysis and cost analysis, including explanatory narratives of financial information.

9. Communicates with District administration, faculty, and staff regarding fiscal policies and procedures, activities, revenues and expenditures; coordinates department functions with other divisions and District operations.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

2. Participates in shared governance through service on planning and/or operations committees and task forces.

3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

1. Managerial and leadership principles and practices.
   Federal, State, local and District laws, regulations and policies governing fiscal requirements of community colleges and educational institutions, including those related to categorical programs and payroll.

2. Governing Board policies and procedures.

3. Accounting, auditing and internal control principles, practices and procedures.

4. Principles and practices used in community college fiscal procedures.

5. Preparation of financial statements and comprehensive accounting reports.

6. Financial ratio analysis, cash flow and money management.

7. Budgeting principles and practices.

8. Public relations principles, including the use of tact, patience, and courtesy.

9. Community college organization, operations, policies, and objectives.

**Skill in:**

1. Supervising, training, evaluating and directing the work of others.

2. Providing leadership, support and assistance to campus departments.

3. Utilizing a computer and related software applications.

4. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Developing, analyzing, and maintaining division budget.
7. Interpreting complex data and information
8. Reading, interpreting, applying and explaining rules, regulations, policies and procedures.
9. Communicating clearly and concisely, both orally and in writing.
10. Mediating difficult and/or hostile situations.
11. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
12. Planning, organizing, directing, and controlling the activities, services, and operations of District fiscal management services.
13. Providing technical expertise and guidance to District administrators concerning budget, accounting, and financial matters.
15. Developing methods and approaches to best estimate current and future revenues and expenditures.
16. Operating computerized accounting system software.
17. Working independently with little direction.
18. Maintaining accurate and complete records.
19. Maintaining confidentiality and discretion in work.

**Experience and Training Guidelines:**

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

**Experience:**

Six years of progressively responsible accounting/finance experience, including two years of supervisory experience.

**Education/Training:**

Bachelor's degree in accounting, finance, or a related field.

**WORKING CONDITIONS.**

**Environmental Conditions:**

Office environment; exposure to computer screens, extensive contact with faculty, staff, and students.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Must be able to travel between education centers, satellite sites and other District locations.