



Executive Director, Business and Fiscal Services

Management Range: 25

Board Approved: 06/13/2024

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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 the direction of the Executive Vice Chancellor, is responsible for all areas related to the activities and operations of the Business Services and Fiscal Services Divisions. Directs, manages, coordinates and supervises assigned activities and operations including District-wide budget and accounting functions, control of District budgets, preparation of financial reports, analysis and interpretation of accounting data, purchasing functions and contracts, fixed assets, risk management and various auditing functions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
2. Manages and directs the oversight of the District's accounting operations, including the District-wide budget, maintenance of records of all expenditures and revenues, ensuring fiscal solvency and conformance with generally accepted accounting principles and contract requirements.
3. Manages and directs the oversight of the District's procurement and contracting functions, including fixed assets accounting, procurement card program, surplus and disposal, and risk management.
4. Oversight of operations involved with enterprise resource planning (ERP), including implementation, project management, user support, District-wide training, and maintenance.
5. Reviews and appraises the District systems of internal control and recommends improvements wherever needed to strengthen internal control. Reviews District operations for compliance with federal, State, and District rules and regulations. Performs special audits and projects as assigned.
6. Assists in coordinating Property Management activities, including property manager relations, leasing agreements, and maintenance and improvement of facilities.
7. 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.
8. 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.
9. Serves as the liaison for the Business Services division with other departments; negotiates and resolves sensitive and controversial issues. Serves as the liaison with the business community and local commerce leaders regarding contracting requirements and procedures governing the business services of the District.



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10. Advises the Executive Vice Chancellor in District-wide budget, accounting, legal, contractual, compliance and other business matters.
11. Prepares Board reports with appropriate supporting material for the Executive Vice Chancellor's review and approval.
12. Provides technical advice and information to administrators and staff members on financial and budgeting matters.
13. Prepares, reviews, and analyzes a variety of detailed financial, accounting, and statistical statements, analyses, documents, and reports; gathers and organizes data and participates in the preparation of reports and recommendations.
14. Serves on a variety of committees; serves as liaison for the Fiscal Department with other departments, divisions, and outside agencies.
15. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
16. Attends and participates in professional group meetings and District committees; maintains awareness of new trends and developments in the field of purchasing, contracting, auditing, and risk management.
17. Performs other duties as assigned.

MINIMUM 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:

- Principles, practices, policies, and procedures used in fiscal and/or business office operations.
- Principles and practices used in purchasing and contracting.
- Principles and practices used in professional accounting, budgeting and auditing.
- Principles and practices used in financial analysis and research procedures.
- Pertinent laws, regulations, and policies governing the fiscal requirements of the California Community College system.
- Principles and techniques of management, organization, training, performance evaluation and supervision.
- Principles and practices used in risk insurance and liability management.
- Methods and techniques of technical procurement and contract negotiation.
- State accounting and reporting requirements.
- Methods and techniques of statistical and financial reporting.
- Pertinent federal, state and local laws, codes and regulations.
- Operational characteristics, services, and activities of a broad business services program within a community college district.



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Ability to:

- Plan, schedule, and coordinate a variety of financial and business-related activities and meet deadlines.
- Plan, organize schedule, and direct the work of assigned staff.
- Review records and analyze and interpret financial data, draw conclusions and make recommendations.
- Direct and administer the risk, liability and property management program.
- Apply and interpret pertinent laws, regulations, and policies related to risk, accounting financial management systems.
- Provide leadership and technical assistance to others.
- Effectively utilize computer systems and software in the performance of duties.
- Prepare concise reports and accounting and financial statements.
- Train others in specialized financial practices and procedures.
- Learn specialized software applications.
- Select, supervise, train and evaluate staff.
- Prepare clear and concise administrative and financial reports.
- Perform professional accounting, statistical and auditing work.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- 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.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to business services functions and operations.
- Communicate effectively, clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with co-workers, vendors, District personnel, and campus personnel.

Education and Experience Guidelines

Education/Training:

- A Master's degree from an accredited college or university with major course work in accounting, business administration or a related field.

Experience:

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

Equivalency Provision

In the absence of a Master's degree from an accredited college or university with major course work in accounting, business administration or a related field, a Bachelor's degree from an accredited college or university with major



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coursework in accounting, business administration, or a related field and 7 years of increasingly responsible experience in general accounting or fiscal operations, including three (3) years at a managerial/supervisory level in a college or governmental setting is qualifying.

Preferred Experience:

- Experience in budget, accounting, auditing, business operations and/or financial research in a public education institution.

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; occasionally travel from site to site.

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 up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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.