



## **Associate Director, Fiscal Services**

**Management Range: 16**

Board Approved: 06/20/2019

P. 1|4

*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 direction of the appropriate administrator, the Associate Director, Fiscal Services is responsible for all areas related to District-wide accounting and financial reporting, and budget including preparation and analysis of general ledger, bank reconciliations, financial reporting, year-end audit, collection of accounts receivable, and deposits of funds. The Associate Director of Fiscal Services is also responsible for developing and implementing processes designed to account for the expenditure and proper control of expenses; train, supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Plans, prioritizes, assigns, supervises, reviews, analyzes, advises, and approves the work of staff responsible for performing complex and highly technical financial record keeping and accounting duties for a variety of district operations and services including the preparation and maintenance of general ledger, financial reporting, year-end audit.
2. Prepares and reviews reports for governmental jurisdiction including state and federal reports, Department of Education reports, quarterly and annual reports.
3. Reviews and implements changes in state and federal laws.
4. Establishes schedules and methods for providing technical accounting and financial record keeping services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
5. Provides leadership in new and emerging technologies in support of fiscal services.
6. Ensure an accurate and timely reporting of all monthly, quarterly, and year-end close financial information.
7. Participates in the development of goals and objectives as well as policies and procedures to support campus fiscal and business operations; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
8. Coordinates the preparation and administration of the District budget; submits budget recommendations; monitors expenditures.
9. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for performing complex and highly technical financial record keeping and accounting duties for a variety of district operations and services including the preparation and maintenance of general ledger, bank reconciliations, financial reporting, year-end audit, payroll functions, collection of accounts receivable, and deposits of funds.
10. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.



## **Associate Director, Fiscal Services**

**Management Range: 16**

Board Approved: 06/20/2019

P. 2|4

11. Provides technical advice and accounting information and assistance to administrators and staff, responds to financial questions/concerns to meet district needs, and coordinates communications with other departments and a variety of outside governmental offices and agencies.
12. Performs department audits; checks and reviews a variety of records, accounts, and reports for accuracy; assists with calculations; inspects for proper transactions, encumbrances, and allocation of categorical funds related to campus accounting functions.
13. Participates in year-end closing of the general ledger for year-end financial reporting.
14. Coordinates annual audit with internal and external auditors; ensures audit is completed within District timelines. Prepares annual CCFS 311, SEFA, and SESA reports for the final audit.
15. Maintains records concerning operations and programs; prepares reports on operations and activities.
16. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of accounting and financial record keeping; incorporates new developments as appropriate into programs.
17. Supports the appropriate administrator with special projects and workflow process improvements.
18. Serves on the District CTA negotiations team (perform salary study, reassigned time analysis, and other fiscal data gathering and analysis).
19. Provides technical advice and information to administration and staff members on budgeting matters.
20. Reviews and approves employee authorization and requisitions for funding
21. Operate the District's accounting and budgeting software packages
22. Maintain a chart of accounts that fulfills the record keeping needs of the District.
23. Measure the financial and operational performance of the business and report this information in ongoing reports to management. (Maintain and update the multi-year forecast and report to the Executive Vice Chancellor so that budget recommendations can be made to the Board of Trustees)
24. 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.
25. 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.
26. Coordinates the development of the budget calendar, reviews and compiles District budget for accuracy and completeness; presents budget materials to Director of Fiscal Services for review.
27. Performs position control reconciliations between budgeting and HR system.
28. Develop and maintain new chart of accounts and crosswalk as part of the ERP implementation.
29. Work with external partners to develop system integrations and maintain those integrations. Process the integrations manually when needed.
30. Forecast salary and benefit increases and present findings to the Executive Vice Chancellor.



## Associate Director, Fiscal Services

Management Range: 16

Board Approved: 06/20/2019

P. 3|4

31. Update and maintain salary and benefit schedules in the District's budgeting system.
32. Member of the core ERP implementation team (responsible for migrating the chart of accounts, integrating budget data and GL data).

### **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:**

- Operations, services, and activities of a technical accounting and financial record keeping program.
- Principles and practices of accounting as related to a community college district.
- Application of electronic data processing to accounting practices and reporting requirements.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of budget preparation.
- Principles and procedures of record keeping and internal control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Generally Accepted Accounting Principles (GAAP), California Community Colleges Budget and Accounting Manual (BAM)
- Pertinent federal, state, and local laws, codes, and regulations.

#### **Ability to:**

- Supervise, organize, and review the work of assigned staff involved in performing complex and highly technical financial record keeping and accounting duties for various campus operations and services.
- Analyze and solve problems
- Understand financial reporting and general ledger structure
- Recommend and implement goals, objectives, policies and procedures for providing technical accounting and financial record keeping services.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Perform difficult and complex accounting work in the preparation, maintenance and review of all financial records, accounts and reports.
- Plan, organize and participate in financial and statistical record-keeping activities.
- Participate in the preparation and administration of District-wide budgets.
- Maintain and audit fiscal records and accounts within the accounting office.
- Analyze and interpret computerized data reports related to accounting and financial record keeping.
- Plan and organize work to meet changing priorities and deadlines.
- Select, train, and evaluate staff.



## Associate Director, Fiscal Services

Management Range: 16

Board Approved: 06/20/2019

P. 4|4

- 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 contacted in the course of work.

### **Education/Training:**

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

### **Experience:**

- Four (4) years of increasingly responsible experience in general accounting including two (2) years of lead or supervisory experience.

### **Preferred Experience:**

Experience in budget, accounting, strategic planning and/or financial research in a public education institute

Master's Degree in Accounting, Business Administration or related field.

## **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 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.