

CLASS SPECIFICATION
Deputy Director, Finance and Accounting

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE

Under policy direction, manages and directs the activities of the Finance and Accounting division of the Fiscal Operations department and performs highly complex professional accounting duties in the analysis, preparation and maintenance of financial records, statements and reports; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Deputy Director, Finance and Accounting is responsible for managing and directing the work of professional accounting and accounting support staff responsible for developing and maintaining the District's financial records, reports and statements in administrating the District's general accounting, accounts payable and receivable, cashiering and payroll and benefits functions. The incumbent is responsible for the continuing improvement of the District's financial systems through the development and refinement of internal controls, policies and procedures. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of the Finance and Accounting division of the Fiscal Operations Department; with subordinate managers, supervisors and staff, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against annual departmental budget.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the District's classified human resources policies and procedures and labor contract provisions.
3. Provides day-to-day leadership and works with managers, supervisors and staff to ensure a high performance, customer service-oriented work environment which supports achieving District

objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Manages and reviews the work of employees preparing and processing accounting transactions, making journal entries and reconciling general ledger and subsidiary records and accounts, maintaining accounting records and reports and preparing monthly and annual financial statements, reports, schedules and footnotes; reviews and approves monthly and annual financial statements and attends District meetings to provide explanations and answer questions; verifies and approves financial records; directs and participates in the year-end closing process; coordinates calculation of the District's secured and unsecured tax rates; prepares staff reports on finance-related issues.
5. Manages the collection of receivables from students, external agencies and auxiliary units including the cashiering, receipting, recording, banking and internal controls of all incoming funds; ensures the security of cashier areas and the safeguarding of all monies on hand; manages the establishment of temporary satellite cashiering offices at the beginning of each semester to handle the increased volume of receivables during registration.
6. Develops and participates in implementing goals, objectives, policies and standards for the department; establishes and maintains internal control procedures and ensures all control procedures and accounting standards are met; plans, develops and coordinates the implementation of new projects, procedures or measures; approves changes to the District's enterprise financial system on behalf of the department.
7. Provides expert professional assistance and support to District management, staff and students; provides expert guidance and direction in resolving a wide array of routine to complex disputes or issues, in compliance with generally accepted accounting practices, applicable laws, codes and regulations and District and state policies and procedures.
8. Researches, analyzes, evaluates and develops findings and makes determinations and recommendations involving complex financial management issues; as directed, participates on various District committees, offering accounting and financial expertise and knowledge.
9. Identifies departmental financial information needs and independently prepares ad-hoc reports using District's financial system to extract, tabulate and perform mathematical or statistical operations; works with District's information technology staff to ensure that financial systems are functioning appropriately.

OTHER DUTIES

1. Performs high-level, specialized and complex special projects and studies as assigned; prepares reports and correspondence associated with such projects and studies; makes presentations to District management staff, its committees and other agencies and organizations.
2. Evaluates and formulates recommendations for enhancing the District's financial statements and reporting systems.
3. Plans and conducts staff training; provides answers to employees on technical accounting and procedural matters; assists staff in reconciling complex and difficult accounting and credit/debit

systems problems; interprets policies and procedures to employees through staff meetings, memos, instructions, procedures and other means.

QUALIFICATIONS

Knowledge of:

1. Advanced principles and practices of general, enterprise, and governmental accounting including financial statement preparation and methods of financial control and reporting.
2. Policies, processes and procedures outlined in the California Community Colleges Budget and Accounting Manual.
3. Principles and practices of auditing and internal control.
4. Generally accepted accounting principles including GAP and GASB.
5. Federal, state and local laws regulations and court decisions applicable to assigned areas of responsibility, including BAM, CCR-Title V and the Education Code.
6. District functions and associated financial management and reporting issues.
7. Financial computer tools and software, particularly as related to statistical analysis, spreadsheets and data management and manipulation.
8. Principles and practices of public administration, including budgeting, purchasing, contracting and the maintenance of public reports.
9. Principles and practices of sound business communications.
10. Advanced principles and practices of business data processing, particularly related to the processes and functionalities of the District's enterprise financial system.
11. Principles and practices of effective management and supervision.
12. District human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, coordinate, integrate and evaluate work of the finance and accounting division with District-wide responsibility for all financial operations.
2. Evaluate financial and accounting programs and make recommendations for improvement.
3. Define complex financial issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
4. Understand, interpret, explain and apply District, state, and federal policy, law, regulation and court decisions applicable to areas of responsibility.
5. Develop and implement financial procedures and internal controls

6. Prepare clear, concise and comprehensive financial statements, reports, studies and other written materials.
7. Present proposals and recommendations clearly, logically and persuasively.
8. Exercise sound, expert independent judgment within general policy guidelines.
9. Exercise task and diplomacy in dealing with sensitive, complex and confidential issues and situations.
10. Establish and maintain effective working relationships with all levels of District management, officials of other public agencies and governmental organizations, consultants, faculty, staff and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in accounting, finance, business administration or a closely related field and at least seven years of progressively responsible professional accounting experience, at least two years of which were at a supervisory level, preferably in an academic setting or governmental agency, or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

License as a Certified Public Accountant is desirable, but not required.

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel, operate personal computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and occasionally lift up to 10 pounds.

Vision requirements for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret complex data; use math and mathematical reasoning; analyze and solve complex problems; perform highly detailed work on multiple, concurrent tasks under stringent deadline; and interact with District, managers, administrators,

staff, students, vendors and others encountered in the course of work, some of whom are dissatisfied or abusive.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is usually quiet.