

**CLASS SPECIFICATION
Director, Fiscal Services**

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

GENERAL PURPOSE

Under policy direction, plans, organizes, controls, integrates and directs the District's financial, budgeting, accounting and payroll activities and operations; directs, integrates and manages the preparation of financial analyses and reports; directs and oversees development of annual operating, capital, program, grant and fund budgets and long-range financial forecasts; provides expert professional assistance and support to District management and the Board of Trustees on financial, accounting and related policy and planning matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing and integrating a program of broad, comprehensive financial services for the District, including budgeting, financial forecasting and analyses, financial reporting, accounting, payroll and benefits. The incumbent provides advice and counsel on the financial implications of major planning and policy issues and provides technical financial support for development of financing for major capital projects. Responsibilities and assignments are broad in scope and allow for a high degree of administrative discretion on issues that are complex, interpretive and evaluative in nature.

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 Fiscal Services department; with subordinate managers and supervisors, 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 the annual departmental budget.
2. Participates with other managers in establishing strategic plans for the District; sets overall management and policy goals and objectives for a department; coordinates department program and policy issues with managers of other departments and/or on a District-wide basis.
3. Plans and evaluates the performance of managers, supervisors and 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.

4. Provides leadership and works with supervisors and staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's mission, strategic goals and core values.
5. With other members of the executive management team, participates in the development and implementation of District strategic and business plans, goals and objectives; leads and directs department staff in the development and application of new processes and technologies to achieve higher efficiency, productivity and customer service in department work processes.
6. Plans, organizes, directs and oversees the District's budget administration activities and functions; oversees development and implementation of and interprets, enforces and explains budget process, policies and procedures; reviews, analyzes and develops recommendations regarding budget issues and alternatives; oversees preparation and delivery of budget presentations, which include highly sensitive and confidential information to senior management and the Board; maintains controls over expenditures.
7. Conducts or manages and directs the completion of financial planning activities and analyses; analyzes and determines the impact of economic, legislative, enrollment and other changes and/or trends on the District's financial plans and budgets; provides assistance and expertise to other departments in financial planning for programs authorized by the Board.
8. Plans, organizes, manages and directs the District's general accounting activities and operations; establishes internal control and other procedures to ensure records are accurate, up-to-date, complete and in compliance with all appropriate standards, laws, rules, regulations and policies; plans and directs the operation and implementation of financial controls for the billing, receipt and accounting for funds from all sources; ensures proper accounting for all expenditures and revenues in accordance with GAAP and GASB; directs and ensures payment of vendors and contractors per contract and agreement terms and conditions; directs and oversees payroll and benefits processes in accordance with District rules, policies and negotiated labor agreements.
9. Plans, organizes, manages and directs the District's bond financial activities and operations; ensures all arbitrage calculations are in conformance with federal and state guidelines; provides necessary documentation, expertise, guidance and assistance to staff, senior management, other District personnel on bond proceeds needs and issuances.
10. Plans and directs the preparation of and reviews, integrates and analyzes accounting, financial and management reports prepared for District departments, the Board, senior management and other governmental and regulatory bodies; identifies and communicates issues important to the District and provides findings and recommendations, which are often based on interpretations of complex regulations, laws and guidelines, including recommendations to improve the financial performance of the District.

11. Provides expertise, guidance and assistance to staff, senior management, other District personnel and external customers; evaluates specialized information and data and provides decisions and recommendations on a wide array of financial matters; advises on availability of funds for long-term projects; directs and manages implementation of training programs for the District in accounting, payroll, finance and budgeting matters; understands, enforces, interprets and explains complex regulations, laws and guidelines.
12. Directs and oversees department involvement in development, enhancement and administration of the District's enterprise financial systems; oversees development, integration and implementation of new or revised policies, processes, standards and internal controls for the department.
13. Directs and oversees coordination of departmental activities with external auditors for annual audit.
14. Conducts or manages and directs the completion of all grant financial reporting requirements in a timely manner; oversees grant expenditures to ensure compliance with grant regulations and guidelines.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting
2. Principles and practices of cost and fixed asset accounting
3. Internal control and audit principles and practices.
4. GAAP, ~~GASP~~ and GASB accounting standards and requirements.
5. Principles, practices, rules and procedures of community college district budgeting and accounting.
6. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
7. District functions and associated financial management issues.
8. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
9. Principles and practices of public administration, including purchasing, contracting and the maintenance of public records.
10. Principles and practices of sound business communication.
11. Advanced research methods and analysis techniques.
12. Principles and practices of effective management and supervision.
13. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, direct, manage, coordinate and integrate the District's finance and accounting activities and operations, including payroll, benefits and budgeting, to meet District objectives, professional standards and legal requirements.
2. Define complex management, fiscal, budget and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions applicable to areas of responsibility.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Represent the District effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
6. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
7. Exercise sound, expert independent judgment within general policy guidelines.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
9. Establish and maintain effective working relationships with Board members, all levels of District management, staff, County Office of Education management and staff, representatives of other governmental agencies, external auditors 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 four-year college or university with a major in accounting, finance, business administration or a closely related field; and at least seven years of increasingly responsible financial and accounting experience, at least five of which were in a supervisory or management capacity. Experience in an academic institution or public agency is preferred. A Master's degree in an applicable field or a CPA certificate is preferred, but not required.

Licenses; Certificates; Special Requirements:

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, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret people and situations; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with Board members, all levels of District management, staff, County Office of Education management and staff, representatives of other governmental agencies, external auditors and others encountered in the course of work.

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.

The employee works under typical office conditions, and the noise level is usually quiet.

Revised: March 9, 2009