

PERALTA COMMUNITY COLLEGE DISTRICT – February 26, 2013

JOB DESCRIPTION

**DIRECTOR OF FISCAL SERVICES
(Management Salary Range 3)
Job Code:**

CLASS PURPOSE

This position reports directly to the Vice Chancellor for Finance and Administration, and works collaboratively with the College Business Managers on fiscal matters.

Under the general direction of the Vice Chancellor, the Director of Fiscal Service is responsible for the administration and supervision of the District's payroll, financial reporting, external audits and accounting services. The Director monitors and directs the daily business and financial operations and is responsible for providing support for, and oversight of, the execution of the annual fiscal accounting closing process and audit.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provides reports, statistical and financial data as required to provide budget status information and support in new accounting preparation.
- Meets regularly with the college Business and Administrative Services Managers and makes recommendations on matters regarding the District's accounting and financial auditing and reporting functions; assure the maintenance and retention of appropriate financial records and documentation; establish and review fiscal related audit trails, internal controls and other mechanisms consistent with principles of sound financial management.
- Plans for and directs accurate and appropriate compliance standards consistent with all State, Federal and local laws, Board policies and regulations governing the financial operations of the district.
- Coordinates and directs the proper use of all Financial Services functions and insures the proper application of internal control processes.
- Plans, organizes, directs and participates in the design and implementation of improved fiscal procedures for the District.
- Coordinates the development of new computer applications and systems that affect the financial operations of the district.
- Directs the development and implementation of the District's Chart of Accounts and insures that compliance and reporting requirements will be met.

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- Analyzes, prepares, reviews and evaluates comprehensive financial statements and reports related to the District's income, accounts and investments.
- Directs the development and maintenance of an on-going banking management plan.
- Supervises the operation of the District's revolving cash fund and for making transfers between District funds maintained in the county treasury.
- Ensures the completion and filing of claims for various special projects.
- Represents the District at state and national meetings and conferences dealing with compliance, accounting and other financial services' issues.
- Supervises the maintenance of records of expenditures, income and balances of all appropriations.
- Supervises and directs the accounting functions of the District and develops new procedures or accounting programs as needed, including the control and accounting functions for the District.
- Supervises and reviews the preparation of quarterly financial statements and year end closing.
- Responsible for providing information to external auditors.
- Provides oversight of the District's deferred payment plan and ensures compliance with applicable policies and procedures.
- Participates in the collective bargaining negotiations as required.
- Provides leadership and oversight to the District Payroll Office.
- Performs other duties as assigned by the Vice Chancellor for Finance and Administration.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree from an accredited college or university in business or finance with a major concentration in accounting.
2. Three (3) years of comprehensive and increasingly responsible management experience in business or finance administration or a related field.
3. Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Access, and PowerPoint), personal computers, and other standard office equipment including the Internet.
4. Commitment to participatory governance.
5. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

- A Master's Degree from an accredited college or university in business, accounting or a related field, or a C.P.A. license.
- Knowledge of public finance and business administration.

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- Evidence of the ability to work effectively as a team member with top level management.
- Evidence of a successful working relationship with managers, faculty, staff, students and members of the community.
- Effective communication and conflict resolution skills.
- Experience in, knowledge of or the ability to understand the following:
 - The relationship and interaction of a community college and various community special interest groups.
 - The technicalities of budgeting and the relationship of finance to the District operation in a multi-campus district.
 - The Education Code and other State, Federal and local regulations as they apply to the management of a college and its special programs.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

REVISED: 5-23-13