

PALOMAR COMMUNITY COLLEGE DISTRICT

DIRECTOR, FISCAL SERVICES

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.

DEFINITION

Plan, organize, direct and control the activities, services and operations of District fiscal management services, including revenue and expenditure control, cash management, budgeting, accounting, payroll, accounts payable, cashiering and fiduciary accounting and provide technical expertise and guidance to District administrators concerning budget, accounting and financial matters.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Vice President of Finance and Administrative Services and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Plan organize, direct and control the activities, services and operations of District fiscal management services, including revenue and expenditure control, cash management, budgeting, accounting, payroll, accounts payable, cashiering and fiduciary accounting; establish, implement and enforce departmental goals and objectives.
2. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; allocate staff and resources to optimize efficiency and effectiveness; provide in-service training, technical direction and guidance; discipline personnel in accordance with established policies and procedures.
3. Interpret, apply and assure compliance with applicable laws, codes and regulations; remain current on applicable legislative decisions and developments.
4. Assemble, develop, monitor and control department budgets; purchase supplies and materials as needed.
5. Direct the preparation and auditing of District financial reports and claims for District funds; direct the closing of the fiscal year and plan and coordinate the annual contracted audit of fiscal operations and activities; establish and assure appropriate internal controls and establish and maintain sound fiscal responsibility.
6. Project revenues and analyze, establish, recommend, approve and prepare budgets and adjustments to comply with District, local, state and federal requirements; maintain budget account structure.

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7. Monitor revenue and expenditures to assure compliance with District, local, state and federal requirements; prepare cash flow projections to assure sufficient cash availability for District needs.
8. Direct and evaluate payroll and accounts payable operations to assure compliance with applicable laws, regulations and codes; assure timely and accurate production and distribution of warrants to District employees and to contracted services.
9. Coordinate and participate in the preparation of comprehensive and periodic financial records and reports, statements, ratio analysis and cost analysis, including explanatory narrative of financial information.
10. Research and recommend investments of funds and maintain control of investments; serve as Custodian of Revolving Cash Fund; develop and perform duties and responsibilities of the District Disbursing Officer as defined by regulations; assure proper documentation to substantiate the appropriateness and authenticity of financial transactions and payment of accounts payable.
11. Communicate with District administration, instructors and staff regarding fiscal policies and procedures, activities, revenues and expenditures; coordinate department functions with other division and District operations; serve on District committees as required.
12. Communicate and participate with personnel from the Chancellor's Office and professional organizations to remain current on regulations, requirements and other factors in the field.
13. Participate in shared governance through service on planning and/or operations committees and task forces.
14. Perform other duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- Federal, state, local and District laws, regulations and policies governing fiscal requirements of community college and educational institutions, including those related to categorical programs and payroll.
- Governing Board policies and procedures.
- Accounting, auditing and internal control principles, practices and procedures.
- Generally accepted accounting principles.
- Principles and practices used in community college fiscal procedures.
- Preparation of financial statements and comprehensive accounting reports.
- Financial ratio analysis, cash flow and money management.
- Basic research methods and report writing techniques.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.

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Ability to:

- Plan, organize, direct and control the activities, services and operations of District fiscal management services.
- Provide technical expertise and guidance to District administrators concerning budget, accounting and financial matters.
- Supervise, train and evaluate staff.
- Analyze complex financial and statistical data and prepare accounting statements, summary conclusions and recommendations in accordance with generally accepted accounting principles.
- Read, interpret, explain and apply laws, codes, regulations and accounting principles.
- Develop methods and approaches to best estimate current and future revenues and expenditures.
- Prepare and analyze comprehensive accounting reports.
- Utilize accounting and auditing practices applicable to public sector accounting.
- Operate computerized accounting system software.
- Analyze financial data and prepare reports, forecasts and recommendations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting accounting and auditing functions, word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Prepare and control budget.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Five years experience in a computerized accounting department including three years in a supervisory or managerial capacity.

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting or a business- related field.

License and/or Certificate:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time. Must be able to travel between other District locations and within the state when necessary.

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