

PALOMAR COMMUNITY COLLEGE DISTRICT

FISCAL ADMINISTRATOR (CCCSAT)

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

Direct, manage, supervise and coordinate budget and financial management duties involved in preparing, maintaining and monitoring all budgets for the California Community Colleges Network; coordinate assigned activities with other divisions, departments and outside agencies; and provide highly responsible and complex administrative support to the Project Director.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Project Director 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. Assume management responsibility for budget and financial management duties involved in preparing, maintaining and monitoring all budgets for the California Community Colleges Network.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned technical and professional staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Perform budget research and analysis in conjunction with long-range planning and budget preparation for existing and new extramural and state awards, and business or economic development projects.
6. Prepare various analytical and statistical reports to support the budget process; prepare detailed and timely periodic and year end closing reports.
7. Review, approve and audit all payables and receivables and monitor budget spending for all grants and revenues; assume responsibility for all purchasing activities.
8. Interpret and assign budget codes for requisitions, transfers and other related forms; maintain integrity of coding information for expense and income accounts.

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9. Ensure expenditures in all accounts are accounted for legally and accurately in accordance with District and Chancellor's Office policies and regulations; maintain adequate account balances.
10. Provide various payroll processing functions, including receiving and verifying time sheets, honorariums and consultant invoices for processing.
11. Oversee the set-up, maintenance and monitoring of accurate filing systems and internal bookkeeping systems to support fiscal activities.
12. Serve as liaison with campus purchasing and fiscal departments; work effectively and cooperatively with other District departments, representatives from the Chancellor's Office, and outside vendors.
13. Select, train, motivate and evaluate technical and professional personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
14. Oversee and participate in the development and administration of the budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
15. Serve as the liaison for fiscal operations and activities with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
16. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
17. Provide responsible staff assistance to the Project Director.
18. Perform other duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, activities of a financial management and budgeting program.
- Principles and practices of bookkeeping, accounting, financial record keeping and reporting.
- Accounting, auditing and internal control principles, practices and procedures.
- Generally accepted accounting principles.
- Principles of budget research, preparation, analysis and monitoring.
- Federal, state and private contract and grant regulations.
- Principles and practices of program development and administration.
- Policies, procedures and protocol of the California Community College system.
- Pertinent federal, state and local laws, codes and regulations.
- Basic research methods and report writing techniques.
- Principles of business letter writing and report preparation.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of supervision, training and performance evaluation.
- Modern office procedures, methods and equipment including computers and appropriate software applications.

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Ability to:

- Oversee and participate in the management of a comprehensive financial management program.
- Supervise, train and evaluate staff.
- Participate in the development and administration of goals, objectives and procedures.
- Prepare and administer large program budgets.
- Perform budget research and analysis in conjunction with long-range planning and budget preparation.
- Oversee the set-up, maintenance and monitoring of accurate filing systems and internal bookkeeping systems to support fiscal activities.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local laws and regulations.
- 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.

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 of increasingly responsible experience in financial management or budget analysis operations including two years of administrative and supervisory responsibility.

Education/Training:

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

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 109 community college Districts.