



**Classification Title: Senior Director, Fiscal Services**

<b>Department:</b>	Fiscal Services	<b>EEO6 Code:</b>	1
<b>Employment Group:</b>	Administrative Association (Classified Administrator)	<b>Salary Grade:</b>	75
<b>Supervision Received From:</b>	Assistant Superintendent/Vice President, Finance and Administrative Services	<b>Date of Origin:</b>	10/2018
<b>Supervision Given:</b>	Administrative, supervisory, classified, hourly, and volunteer staff assigned to Fiscal Services	<b>Last Revision:</b>	8/2023

*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 by individual positions.*

**JOB SUMMARY.**

Plans, organizes, controls and directs the activities of the Fiscal Services department, including long-term financial planning and reporting, accounting, payroll, cashiering, budgeting, treasury, debt management, bond construction accounting and other fiscal operations to ensure fiscal accountability and sound financial management of the District’s resources; oversees annual external financial compliance and performance audits; acts as the District’s Chief Disbursing Officer in the absence of the Assistant Superintendent/Vice President, Finance and Administrative Services; provides expert professional assistance and guidance to District management on debt financing, fiscal, accounting and related matters; ensures compliance with state and federal regulations, policies and procedures; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS.**

Director, Fiscal Services is a standalone classification and is distinguished from other administrative classifications in the Finance and Administrative Services division by its responsibility for providing leadership and direction to all reporting areas in the Fiscal Services department.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Plans, organizes, directs, controls, integrates and evaluates the work of the Fiscal Services department; with assigned employees, develops, implements and monitors long-term plans, goals and objectives focused on achieving the District’s mission and priorities; participates in the development of and monitors performance against the department’s annual budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
2. In accordance with District policies, procedures, collective bargaining agreements, and employee handbooks, interviews and participates in selecting new department or program staff; supervises and evaluates performance of assigned employees; establishes performance requirements and professional development targets; regularly monitors staff performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition when warranted; with management concurrence, implements the progressive discipline process to address performance deficiencies in accordance with District human resources policies, employee handbooks, and collective bargaining agreements; responds to grievances; approves overtime/compensatory time; recommends reclassifications; performs other activities relevant to supervision of assigned employees; provides support to reporting supervisors and/or administrators regarding disciplinary actions and grievances; approves related decisions.

3. Provides leadership and works with assigned employees to develop and maintain a high-performance, service-oriented work environment through selection, training and day-to-day administrative practices that support the District's mission, objectives and values.
4. Provides leadership and works with department employees to develop and maintain a high performance, service-oriented work environment through selection, training and day-to-day administrative practices that support the District's mission, objectives and values.
5. Assists the Assistant Superintendent/Vice President, Finance and Administrative Services ("Vice President") and other executive administrators with executive projects, plans, and communications; provides advice and support and participates in building positive internal and community relationships and in proactively addressing District-wide issues; participates in and supports shared governance initiatives.
6. Plans, organizes, directs and administers financial operations of the District; works closely with the Vice President in developing policies and procedures for all financial functions and activities; manages, develops and directs implementation of program modifications and/or enhancements; coordinates and integrates functional responsibilities with other divisions to meet District goals and objectives.
7. Directs and develops preparation of the District's annual operating budget; develops budget assumptions, assessments of the District's financial position, multi-year financial forecasts and other financial analyses; with the Vice President, formulates and implements the District's Resource Management Plan in accordance with its Resource Allocation Model; evaluates budget requests submitted by departments and recommends the allocation of resources and expenditures based on District strategic and funding priorities; directs and manages the development of supporting budget tables and other materials by subordinate managers and staff and the publication, presentation, monitoring and management of the approved budget; reviews and approves budget revisions and interprets and enforces budget policies, controls and limitations.
8. Through subordinate managers and staff, directs and oversees general ledger accounting operations, payroll, and cashing including maintaining and updating the Chart of Accounts and the annual year-end close process; ensures sound financial management and internal control policies and procedures are in place to meet generally accepted accounting principles and standards and applicable law and regulatory requirements; directs preparation and distribution of timely financial and other reports to the Superintendent/President, Governing Board and other organizations in accordance with federal, state, local and District regulations and requirements; prepares the Comprehensive Annual Financial and Budget Report (CCFS-311) required by the California Community Colleges Chancellor's Office.
9. Performs treasury and cash management functions; maintains control of investments; serves as Custodian of Revolving Cash Funds; directs all District banking services and oversees signature control for authorized signers; ensures sound controls are in place to substantiate financial transactions; acts as Chief Disbursing Officer in the absence of the Chief Business Officer as alternate Disbursing Officer, exercises signature authority for financial transactions, contracts and agreements and reports.
10. Assists the Vice President with functions and activities related to the issuance of general obligation bonds; works with bond counsel and underwriters to prepare and present statements to credit rating agencies; ensures arbitrage calculations are in conformance with federal and state guidelines and reviews financing agreements; oversees timely preparation of annual financial and performance audits for Proposition M bond projects; prepares and presents financial reports to the Proposition M Independent Citizens Oversight Council; coordinates and reviews capital plans, funding requirements and construction activities with the Vice President and the facilities and construction management team; directs and oversees bond fund accounting activities and the preparation of financial information for the Proposition M Annual Report; monitors the interest rate market to remain alert for refinancing and refunding opportunities; stays abreast of law and regulations governing public agency and capital financing strategies.
11. Oversees annual external financial compliance and performance audits; serves as liaison with outside auditors and ensures that required information and responses to questions are provided in a complete and timely manner; drafts the Management Discussion and Analysis section of the audit report; develops explanatory narratives and/or corrective action plans in response to any audit comments or recommendations.
12. Performs other delegated duties on behalf of the Vice President as assigned; represents the District in meetings of oversight boards for designated Successor Redevelopment Agencies.
13. In conjunction with the Information Systems department, oversees the design, modification and enhancement of PeopleSoft Financials system modules to ensure complete, reliable and accurate processing and maintenance of financial data, maintenance of sound internal controls, and to improve efficiency of business processes.

14. Participates in the reporting and auditing of CCFS-320 Full-time Equivalent Student data to the California Community Colleges Chancellor's Office; reviews enrollment assumptions; analyzes the impact of attendance data on the District's apportionments and payments.

**Marginal Functions:**

1. Participates in shared governance through service on planning and/or operations committees and task forces.
2. Stays abreast of new trends and changes in the field of finance, accounting and treasury management; represents the District in meetings with outside organizations in business and industry to ensure sound working relationships.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**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:

**Experience:** Five years of progressively responsible finance and accounting experience, including three years of management or supervisory experience.

**Education/Training:** A bachelor's degree from an accredited college or university in finance, accounting, business administration or a closely related field.

**Licenses/Certificates:**

1. Possession of an appropriate, valid California driver's license by time of appointment.

**Preferred Qualifications:**

1. Licensed as a Certified Public Accountant.
2. Experience using PeopleSoft Financials.
3. General and governmental accounting experience in a public sector environment.
4. Experience in an educational setting, preferably in higher education and within the California Community College system.

**Knowledge of:**

1. Principles, practices and procedures of general and governmental accounting, particularly involving financial statement preparation and methods of financial control and reporting.
2. Generally accepted accounting principles, Government Accounting Board standards and other standards and requirements applicable to community colleges.
3. Principles, practices and procedures of internal control and audit.
4. Principles and practices of public agency budget development and management.
5. Federal, state, and local laws, regulations and policies governing fiscal requirements of community colleges and educational institutions, or the equivalent, including those related to payroll.
6. Principles and practices of strategic planning.
7. Organization, functions, rules, policies and procedures of a fiscal services department applicable to assigned areas of responsibility.
8. Research methods and financial analysis techniques.
9. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
10. Safety policies and safe work practices applicable to assigned areas of responsibility.
11. Principles and practices of public administration, including budgeting, purchasing and maintaining public records.

## 12. Principles and practices of effective management and supervision.

### Skill in:

1. Planning, organizing and directing the operations and activities of a fiscal services department.
2. Analyzing complex financial and statistical data and preparing accounting statements, summary conclusions and recommendations in accordance with generally accepted accounting principles and legal requirements.
3. Reading, interpreting, explaining and applying laws, codes, rules, regulations, policies and accounting principles applicable to assigned areas of responsibility.
4. Defining complex issues, analyzing problems, evaluating alternatives and developing sound, independent conclusions and recommendations in accordance with applicable laws, regulations, rules and policies.
5. Providing technical expertise and guidance to governing boards, executive management and administrators concerning budget, accounting, financing and other financial matters.
6. Developing and implementing sound procedures and controls.
7. Preparing clear, concise and comprehensive financial and other statements, correspondence, reports, studies and other written materials.
8. Presenting proposals and recommendations clearly, logically and persuasively.
9. Communicating clearly and effectively and conveying sensitive information orally and in writing.
10. Operating a computer and other standard office equipment and using spreadsheet, word processing and other software applicable to assigned areas of responsibility.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
12. Using tact and diplomacy in dealing with sensitive, confidential and complex issues, situations and individuals.
13. Representing an employer effectively in dealings with government or regulatory agencies, other public agencies and commissions, boards, auditors, business partners and the public.
14. Establishing and maintaining effective working relationships with those encountered in the course of work.

### WORKING CONDITIONS.

**Environmental Conditions:** The incumbent typically works in an office and the noise level is usually quiet; interacts with students, faculty, administrators, staff and the public, and occasionally with dissatisfied or abusive individuals.

**Physical Conditions:** Essential and marginal functions require mental and physical fitness to perform necessary job functions with or without accommodation. Position requires travel to District and other locations.

### TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.