



Position Description

Position: Director of Fiscal Services	Position Number: M-_____
Department/Site:	FLSA: Exempt
Evaluated by: Vice President, Finance and Administrative Services	Salary Range: _____

General Description

Under the direction and supervision of the Vice President of Finance and Administrative Services, the Director of Fiscal Services is responsible for the accounting functions of the district, including accounts payable, accounts receivable, payroll, cashing, cash flow, maintenance of financial records, and expenditure/budget control.

Essential Duties and Responsibilities

- Supervise the district account, payroll, cashing, and special funding operations.
- Recommend employment and termination; supervise training and evaluations of assigned personnel.
- Maintain a record of the balance of all appropriations.
- Supervise the maintenance of records of expenditures and income for all funds of the District.
- Insure that financial record keeping is performed in accordance with federal, state, county, and District requirements and procedures
- Prepare monthly reconciliations between District records and the records of the County Superintendent's of Schools office; prepare periodic financial statement and reports involving statistical research and analytical studies.
- Compile the necessary information and prepare monthly, quarterly, and annual reports for all federal and state agencies and District projects; prepare the California Community College Annual Financial and Budget report.
- Assist the Business Manager in preparing District budget and maintain budgetary controls for the general fund and other funds of the District.
- Establish procedures for financial record retention and destruction.
- Supervise collection of parking citation fees and the attendant record keeping; supervise the balancing, depositing and record keeping for all registration fees including the Student Services fee.
- Maintain positive working relationships with other departments on campus.
- Perform other related duties as assigned.

Minimum Qualifications



Position Description

- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.
- Bachelor's degree in Accountancy, Business Administration, or related field.
- Five years of experience in public school accounting.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.

Preferred Qualifications

- Five years of experience in California community college accounting.
- Leadership experience in an educational setting.
- Supervisory experience.
- Evidence of computer literacy.
- Evidence of interest in working in the community college setting.