



POSITION DESCRIPTION

Associate Director of Fiscal Services

Position Associate Director of Fiscal Services
Department/Site Finance and Administrative Services
FLSA Exempt
Evaluated by Director of Fiscal Services
Salary Range M-49

Summary

Under the general direction and supervision of the Director of Fiscal Services, this classification is responsible for managing and performing a variety of duties related to the District's budget and accounting functions, including accounts payable, accounts receivable, payroll, cashiering, grants management, student financial aid, financial reporting, maintenance of financial records and expenditure/budget control. The Associate Director is also responsible for assisting in the management of the District's fiscal services division.

Essential Duties and Responsibilities

- Assists in the development of the preliminary, tentative and adopted budgets.
- Assists in the planning and directing of all financial operations and activities.
- Assures compliance with applicable federal, state and local laws and regulations and professional accounting standards including Governmental Accounting Standards Board (GASB) regulations.
- Directs and maintains accounting and reporting systems.
- Responsible for monitoring and maintaining the position control system for budgetary purposes.
- Monitors budget and accounting reports for all District funds.
- Reviews, audits, and approves various documents and financial transactions, including budget transfers and modifications, purchase requisitions, vouchers, billings, bank statements, account reconciliations, and personnel records.
- Develops financial projections, including projections for potential salary and/or benefit changes.
- Provides training and technical assistance to personnel in establishing and maintaining departmental budgets.
- Maintains chart of accounts for all funds in accordance with the Budget and Accounting Manual.
- Assists in the preparation of all financial reports, including internal and external financial reporting needs.
- Maintains positive working relationships with other departments on campus.
- Assures compliance with District policy and administrative procedures, program laws, regulations, guidelines and contractual requirements related to fiscal operations.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Minimum Qualifications



POSITION DESCRIPTION

Associate Director of Fiscal Services

- Possession of a bachelor's degree in accounting, business administration, finance, or a related field.
- Minimum of three years of experience working in governmental accounting, performing a variety of accounting, budgeting, and fiscal operations, including at least one year in a supervisory position.
- Evidence of experience with computerized financial information systems and their use in financial analysis and reporting.
- Evidence of ability to communicate effectively, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the Finance and Administrative Services team.
- Evidence of experience supervising a complex fiscal and administrative department, responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.