



## POSITION DESCRIPTION

Director of Fiscal Services

**Position** ..... Director of Fiscal Services  
**Department/Site** ..... Finance and Administrative Services  
**FLSA** ..... Exempt  
**Evaluated by** ..... Vice President of Finance and Administrative Services  
**Salary Range** ..... M-77

### **General Description**

Under the direction of the Vice President of Finance and Administrative Services, this classification is responsible for performing a variety of duties related to the management and oversight of the financial and budgetary operations of the District, including planning, organizing, and directing the general accounting, auditing, accounts payable, accounts receivable, payroll, benefits, enterprise services, and grants management of the District, including development of the preliminary, tentative, and adopted annual budgets, and preparing financial projections and cash flows.

### **Essential Duties and Responsibilities**

- Plans, organizes, and directs the District financial operations and activities, including general accounting, auditing, payroll, benefits, cashiering, enterprise services, and a variety of specially-funded operations.
- Collaborates with others to develop and implement the District's annual preliminary, tentative, and adopted budgets, and provides leadership in the development of budget proposals and budget allocation processes.
- Manages and directs the oversight of the District's accounting operations, including the maintenance of records of all expenditures and revenues, ensuring fiscal solvency and conformance with generally accepted accounting principles and contract requirements.
- Assures compliance with applicable federal, state, and county laws and regulations, and District policies and procedures
- Prepares monthly reconciliations between District records and the records of the County Superintendent of Schools office; serves as the District's disbursing officer.
- Prepares periodic financial statements and reports based on research and analytical studies, including the preparation of monthly, quarterly, and annual reports for all federal, state and local agencies.
- Directs and maintains accounting and reporting systems for the effective monitoring of fiscal operations; analyzes and reviews accounting procedures, and formulates and implements revisions as necessary to ensure efficient fiscal administration.
- Establishes procedures for proper retention and destruction of all financial records.
- Maintains positive working relationships with other departments on campus.
- Develops and implements plans, and communicates District policies and administrative procedures, to facilitate and improve fiscal operations; provides technical assistance to others in designing and implementing corrective processes and procedures.
- Administers the collective bargaining agreements among the District respective bargaining groups.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Participates in the selection and hiring of personnel.
- Trains, supervises, evaluates and directs the work of personnel in assigned areas.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.



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### **Minimum Qualifications**

- Possession of a bachelor's degree in accounting, business administration, finance, or a related field.
- Minimum of five years of experience in public school accounting, performing a variety of accounting and fiscal operation functions, including at least three years in a supervisory position.
- 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.
- 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.