

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF FISCAL SERVICES

BASIC FUNCTION:

Under the direction of an area administrator, plan, organize, coordinate and direct the District operation of the Fiscal Service department; train, supervise, evaluate and participate in the selection of assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and direct the operations and management of the Fiscal Services department; coordinate and direct a variety of fiscal services for the District such as purchasing, accounts payable, inventory control, accounts receivable, collections, and general accounting and cash flow management; direct the District accounting for short term and long term debt management; maintain all District contracts and lease purchase agreements. *E*

Make recommendations on matters regarding the District's accounting and financial auditing and reporting functions; assure the maintenance and retention of appropriate financial records and documentation; establish and review fiscal related audit trails, internal controls and other mechanisms consistent with principles of sound financial management. *E*

Direct and coordinate the operation of the Bursar's office. *E*

Train, assign work, supervise, evaluate and participate in the selection of assigned staff. **E**

Coordinate and provide for auditing services for the District, including annual independent and county schools audits. *E*

Provide oversight regarding the examination, reconciliation and adjustment of accounting records and the annual closing of the books. Assist with the independent auditor for the District, Single Audit and Bond Audits through coordination and responses to the annual audit report of findings, comments and recommendations when necessary. *E*

Assist with the development and control of the annual District budget; provide and maintain budget management for grant and categorical funds. *E*

Coordinate with Foundation staff the application process for Grant applications and donations awarded to the District. Maintains oversight of Foundation awarded student scholarships and faculty grants. In the absence of the Vice President of Administrative

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Services, may be asked to attend the Foundation Finance Committee quarterly meetings. *E*

Serve as a member of a variety of organizations and committees and assist with District negotiations. *E*

Communicate with District personnel, departments and outside organizations to exchange information, coordinate activities, and resolve issues, questions or concerns regarding budget transactions and other related financial aid and accounting functions. *E*

Prepare and submit on a timely basis a variety of complex records and reports in compliance with federal, State and District reporting requirements. *E*

Plan for and direct accurate and appropriate compliance standards consistent with all State, Federal and local laws, Board policies and regulations governing the financial operations of the District including conversion entries for GASB 35, GASB 68, etc. *E*

Coordinate and direct the proper use of all Financial Services functions and insures the proper application of internal control processes which may include internal reviews when needed. *E*

Plan, organize, direct and participate in the design and implementation of improved fiscal procedures for the District. *E*

Provide technical support on fiscal matters for the Bookstore, Auxiliary Services, and ASB accounting of records, reconciliation, budgeting, auditing, inventory control, and reporting. *E*

Coordinate the development of new computer applications and systems that affect the financial operations of the District. *E*

Direct the development and implementation of the District's Chart of Accounts and insures that compliance and reporting requirements will be met. *E*

Analyze, prepare, review and evaluate comprehensive financial statements and reports related to the District's income, accounts and investments. *E*

Direct the development and maintenance of an on-going banking management plan. *E*

Supervise and review the preparation of quarterly financial statements and year end closing. *E*

Responsible for accounting approval over the general ledger for all District Funds including journal entries, budget transfers, purchase orders, accounts payable batches, and short term employment. *E*

Board approved: 09/13/16

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Provide oversight of the District's deferred payment plan and ensures compliance with applicable policies and procedures. *E*

Perform other duties as assigned by the Vice President of Administrative Services.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and procedures of District budgeting and accounting.

California State Education and other codes relating to public school finance and management, and to financial aid programs.

Generally accepted accounting and auditing principles related to governmental compliance accounting.

Provisions of the California Community College Budget and Accounting Manual.

Research methods and report writing techniques.

District organization, operations, policies and objectives.

Principles and practices of administration, supervision and training.

Financial analysis and projection techniques.

Preparation of financial statements and comprehensive accounting reports.

Proficiency in standard office productivity software programs (e.g. MS Word, Excel, Access, and PowerPoint), personal computers, and other standard office equipment including the Internet.

ABILITY TO:

Plan, organize, and direct the operation of the Fiscal Services departments.

Analyze complex statistical and financial data, and prepare clear and concise oral and written reports.

Plan, direct and supervise the work of others.

Work effectively with program coordinators, administrators, school business officials and the public.

Develop and implement policies, procedures and schedules.

Analyze financial data and prepare reports, forecasts and recommendations.

Prepare and analyze comprehensive accounting reports.

Utilize accounting and auditing practices and terminology applicable to public sector accounting.

Prepare and deliver oral presentations

Work with figures rapidly and accurately.

Communicate clearly and effectively both orally and in writing.

Work effectively as a team member with cabinet level management.

Effective conflict resolution skills.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, public or business administration or a related field, including courses in accounting and financial management, and four years of varied and responsible administrative experience with major emphasis in school finance, accounting, or budgeting including at least two years in a supervisory capacity.

DESIRABLE QUALIFICATIONS

A master's degree from an accredited college or university in business, accounting or a related field, or a C.P.A. license

WORKING CONDITIONS:

Office environment.

Position requires sitting for extended periods of time, hearing and speaking to communicate and exchange information, and seeing to observe accuracy of reports and documents.

Other Position Specific Conditions: Due to the nature of the workload cycle in the department, use of vacation and discretionary days will be limited each year from July 1 through August 31 due to fiscal year end close activities. Use of vacation and discretionary days will also be limited during fiscal audit periods. Prior approval of vacation and discretionary days is required. The normal work days for this 12 month Classified Management position will be Monday through Friday. However, some flexibility such as evenings and weekends will be required to meet the needs of the department.