

**IMPERIAL COMMUNITY COLLEGE DISTRICT
DIRECTOR OF FISCAL SERVICES**

BASIC FUNCTION:

Under direction of the Vice President for Administrative Services, plan, organize, coordinate and direct the District's fiscal operations and activities including budget preparation and monitoring, accounts payable/receivable, Campus Organization Accounts, Trust, self-insurance funds, revolving accounts, and federal, State and local financial aid disbursements; assure fiscal services are provided to support and facilitate the instructional program and established goals and objectives; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

- Plan, develop, organize and direct a variety of programs and activities related to the District's fiscal operations; analyze financial information, recommend cost-effective actions and solutions to problems, and assure the preparation and maintenance of comprehensive records and reports related to budget, accounting, and related fiscal activities.
- Develop, coordinate and balance the District's annual budget; analyze and review budgetary and financial data; prepare, analyze and review justifications, proposals and recommendations concerning fiscal resources; control and authorize expenditures in accordance with established limitations, District policies and State laws and regulations; analyze cash flow; monitor income and expenses and make appropriate budget adjustments.
- Coordinate fiscal functions with other District departments and personnel; provide technical expertise and support regarding the allocation of funds, expenditure patterns, alternative funding sources and related issues; advise administration of unusual trends or problems and recommend appropriate corrective action.
- Provide technical expertise to department heads and District management regarding the annual budget preparation and approval process, accounting policies and procedures, financial recordkeeping and reporting requirements, potential funding sources and related issues.
- Develop, plan and implement programs and activities to improve and enhance financial management services to the District; establish and review priorities to assure optimum allocation of fiscal resources; establish, analyze and review accounting and budgeting policies, procedures, internal controls and reporting requirements; oversee development of automated accounting systems; identify deficiencies and recommend corrective action.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
- Direct and participate in the preparation and maintenance of the District's financial records; maintain the District's general ledger and subsidiary ledgers; reconcile payroll posting transactions and commercial warrants; enter and reconcile income, expenditures, abatements, fund transfers, journal entries and cancellations using automated accounting systems.
- Direct and participate in the preparation and submittal of financial reports related to federal draws, fund transfers, federal cash transactions, general ledger activity, and commercial warrants, revenues; prepare the Comprehensive Annual Financial Report and quarterly financial reports; prepare ad hoc reports for administration as requested.

- Communicate with other administrators, vendors, State and government agencies and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information; serve as liaison to the County Office of Education, Board of Trustees, State Chancellor's Office and other agencies.
- Coordinate the annual District audit and serve as the key contact for auditors.
- Attend or chair a variety of meetings; participate in committees, task forces and other work groups in support of new programs and initiatives.
- Participate in seminars, workshops and conferences to maintain current knowledge in the field and network with peers.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of a fiscal services department.
- Community college accounting, budgeting and auditing processes and procedures.
- Generally Accepted Accounting Principles.
- Preparation and control of the budget for a large public sector entity with multiple funding sources.
- Financial analysis and projection principles and techniques.
- District organization, operations, policies and objectives.
- Automated accounting and budgeting systems and programs.
- Internal controls and procedures which will withstand audit scrutiny.
- Oral and written communications skills.
- Principles and practices of management, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and diplomacy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Plan, organize, coordinate and administer programs, services, activities and functions related to the District's budget, accounting, accounts payable/receivable and other fiscal activities.
- Establish, review, revise and implement District-wide budget and accounting policies and procedures.
- Analyze financial data, identify trends, develop projections and make recommendations regarding sound financial management.
- Prepare financial statements and reports for submittal to funding sources, State and federal agencies, the Board of Trustees and others.
- Provide technical expertise to others regarding budget preparation and control, financial reporting and management, reporting requirements and resolution of financial problems.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze complex data and reach sound, defensible conclusions.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Train, supervise and evaluate the performance of assigned staff.

EDUCATION AND EXPERIENCE:

- Possession of a Bachelor's degree in accounting, business or public administration, finance or closely related field.
- At least two years of progressively responsible experience in community college or school district accounting, budgeting, and related fiscal activities.
- At least one year administrative experience in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to constant interruptions and demanding time lines.

PHYSICAL DEMANDS:

Must sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines; see to read fine print; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 10 pounds.