

**DIRECTOR, FISCAL SERVICES****DEFINITION:**

Under the general direction of the Vice President of Administrative Services, develop and monitor all of the District's annual budgets and audits; and responsible for directing, administering, planning, controlling, organizing and implementing all districtwide fiscal related operational support services, including complex and responsible accounting activities related to the District's financial management and reporting in compliance with established policies and procedures. The Director is responsible for providing a high standard of visionary leadership and direction related to all fiscal operations and administrative services, and other duties and areas as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Director, Fiscal Services is the senior-level administrative position responsible for all districtwide fiscal operational areas to include, but not limited to budget development and monitoring, accounting for all fund types, fixed asset accounting, cash management, revenue and expenditure control, accounts payable, grants and contracts, and financial reporting. The focus of this management position is planning, organizing, directing, controlling, managing, and providing direction to directors, managers, supervisors, and their immediate staff of the various functional areas of the Fiscal Services Department within the Administrative Services Division which consists of Business Services, Risk Management, Facilities Use, Human Resources, Payroll, Information Technology, Mailing Services, Reprographics, Security, Warehouse and Receiving. Specifically, the Director of Fiscal Services will directly supervise the areas of Business Services (Procurement, Accounts Payable, Facilities Use, Accounts Receivable, Accounting, Budgeting and Payroll). Provides technical expertise and guidance concerning budget, accounting, and financial matters, and also provides direction and oversight in operational goal setting, intermediate- and long-term planning, and maintaining approval oversight. The Director, Fiscal Services, provides support to District, campus, and external constituencies, and acts as a liaison through service on committees, and/or workgroups and other duties as assigned.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Demonstrate effectiveness in allocating resources to serve students from first and 1.5-generation and/or historically underrepresented groups as they pursue their academic goals.
- Assist Gavilan College in efforts to increase student success through fiscal management practices which prioritize the development and implementation of equity-minded best practices and programs.
- Develop and monitor the District's annual budgets and multi-year projections and prepare or monitor the preparation of all related State reports; plan, organize, and monitor all accounting functions of the District and other related fiscal services as assigned.

- Provide coordination, planning, development, and implementation of comprehensive programs related to all functional areas of Fiscal Services.
- Provide leadership and technical support to the Fiscal Services team. Train, supervise, and evaluate the work performance of assigned staff; provide technical direction and guidance; recommend personnel actions, including employment, change in status, and disciplinary action.
- Evaluate and analyze the work effort and challenges related to all areas of Fiscal Services; develop and implement processes for solutions and implement process improvement strategies.
- Develop, implement, and monitor departmental procedures, forms, and regulations to assure efficient and effective practices. Ensure compliance with appropriate laws, codes, rules, and regulations and provide for the establishment and maintenance of appropriate fiscal related records and audit trails.
- Direct department staff in planning, developing, and implementing effective programs, business practices, and support services in assigned areas of responsibility.
- Direct the preparation of the District's annual budgets. Monitor and control them throughout the fiscal year.
- Direct and participate in the preparation of District financial reports for both federal, state, and local agencies. Prepare multi-year and annual projections of revenue and expense forecasts in determining and monitoring the District's financial position while ensuring compliance with all mandated local, State, and federal reporting requirements.
- Direct the close of the fiscal year, coordinate and oversee all annual contracted audits. Analyze audit reports, prepare written responses, and develop and implement any modifications to accounting systems.
- Ensure compliance with generally accepted accounting principles (GAAP) and all Governmental Accounting Standards Board (GASB) pronouncements.
- Direct the preparation of all necessary financial agreements for the District, including banking relationships, audit contracts, financing agreements, and any agreements necessary to assist in providing funds to meet the District's cash flow requirements.
- Maintain proper accounting controls over all District revenue and expenditures and ensure compliance with all appropriate internal controls.
- Develop, coordinate, maintain, and recommend improvements and modifications to enterprise resource planning (ERP) systems and associated applications related to all Fiscal Services functionalities.
- Implement and coordinate the diversity and equal employment opportunity (EEO) compliance policies and requirements related to areas of responsibility.
- Prepare reports and make recommendations to the Vice President of Administrative Services for Board, Superintendent/President, and Cabinet members; communicate districtwide, fiscal related support services and operational issues/matters as legally required and/or directed.
- Serve on various District taskforces, committees, and councils as directed. Attend local, State, and national conferences as directed.
- Serve as Deputy or Acting Administrator for the Vice President of Administrative Services, as appropriate in the Vice President's absence.
- Participate and lead discussions and presentations with the District's shared governance, Cabinet, and occasionally, with the Board of Trustees.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

Successful candidates will demonstrate knowledge of:

### Knowledge of:

- Applicable sections of California Education Code; IRS code, California Code of Regulations, and Governmental Accounting Standards Board (GASB) regulations.
- Business and contract law.
- District organization, operations, policies, and objectives. Enterprise operations.
- ERP systems management and improvements. Microsoft Office suite applications.
- Modern office practices, procedures, and equipment, including computer hardware and software. Oral and written communication skills.
- Principles and practices of accounting and budgeting.
- Principles and practices of administration, organization, and training.
- Principles and practices of auditing and general financial reporting requirements. Principles and practices of internal controls.
- Recordkeeping techniques.
- Technical aspects of field of specialty.
- Knowledge of collective bargaining agreements and board and administrative policy.

### Skill in/Ability to:

- Administer and effectively manage operational areas.
- Analyze situations accurately, draw sound conclusions, and adopt an effective course of action. Assure compliance with generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) requirements, and federal and state requirements.
- Communicate effectively both orally and in writing. Demonstrate commitment to ethical practices in all dealings.
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy. Establish and maintain effective working relationships with others. Establish effective financial controls.
- Interpret, apply, and explain District rules, policies, and procedures. Maintain records and prepare reports.
- Meet schedules and timelines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Perform high level technical and specialized accounting and financial record management and reporting functions.
- Plan, direct, and supervise work.
- Prepare clear, accurate, and timely financial reports.
- Train, supervise, evaluate, and provide work direction to assigned staff. Understand, interpret, and write contract language.
- Work cooperatively with others.
- Work independently with minimal direction.

### Other Requirements:

Must possess and maintain a valid California driver's license.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** Any combination of training and experience equivalent to:

- Master's degree in Business Administration or related field,
- Bachelor's degree in Accounting or related field from an accredited college or university and extensive experience in budgeting, accounting, enterprise operations, or other business operations in a community college or other non-profit public sector organization of which at least three years was in a management or senior level supervisory capacity.
- Certified Public Accountant, Certified Management Accountant, or related certification is desirable.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; may be required to operate a motor vehicle to visit various District and meeting sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds. This work is performed indoors in a typical office environment.