

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 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, 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, Acc 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 app

- x Provide coordination, planning, development, and implementation of comprehensive programs related to all functional areas of Fiscal Services.
- x 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, classification, and disciplinary action.
- x 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.
- x 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 audits.
- x Direct department staff in planning, developing, and implementing effective programs, business practices, and support services in assigned areas of responsibility.
- x Direct the preparation of the District's annual budgets. Monitor and control throughout the fiscal year.

MINIMUM QUALIFICATIONS:

Successful candidates will demonstrate knowledge of:

Knowledge

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

- x Master's degree in Business Administration or related field,
- x 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 at a community college or other nonprofit public sector organization