

TITLE: Director, Finance

CLASSIFICATION: Management Team – Classified Supervisor

SALARY RANGE: 26

SCOPE OF POSITION:

Under the direction of the Vice President, Finance and Administrative Services, plan, organize, and direct the financial operations and activities of the District. Perform professional accounting and budgeting duties; provide technical expertise and staffing cost analysis to support fiscal decision making; analyze, verify, audit and reconcile fiscal records to ensure accuracy and completeness of transactions; prepare and audit complex financial and budgetary statements and reports; ensure compliance with statutes and policies applicable to assigned activities; train, supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plan, organize, and direct the financial operations and activities of the District including budget development and monitoring, accounts payable, accounts receivable, cashiering, general ledger, grants; develop new procedures or accounting programs; and oversee appropriate record retention policies and procedures.
2. Organize and direct operations of the Copy Center and activities involved in the design and production of printed materials and related graphic arts; coordinate information, staff and communications to ensure smooth and efficient printing activities.
3. Oversee and direct faculty support, mailroom and warehouse operations and fixed asset accounting activities; ensure that supplies, materials, equipment and mail are delivered in a timely manner; analyze operations and recommend improvements to ensure a safe work environment.
4. Provide technical expertise, information and assistance to the Vice President regarding assigned functions; assist in the formulation and development of policies, procedures and programs. Provide technical expertise and guidance to staff regarding standards, practices, requirements, laws, regulations, policies and procedures.
5. Direct the preparation of a variety of Federal, State and County financial reports and surveys including attendance accounting, quarterly and annual financial reports, tax returns, Integrated Postsecondary Education Data System (IPEDS) data, cost allocation, grant reports and others; ensure that reports are prepared and filed in a timely manner; submit reports to appropriate Board, department or agency.
6. Oversee the development and monitoring of District funds consistent with District goals and applicable laws, policies and regulations; direct and assist staff throughout the budget process; advise on fiscal implications of budgetary decisions.
7. Evaluate the adequacy of District financial systems and assist in the development of new technology and systems affecting the financial operations of the District; provide leadership in the maintenance of the District financial software systems; serve as the system administrator for the District's financial technology software system; assign user access and workflow roles for District financial software and provide support and trouble-shooting for end users; train District staff on financial software; develop and maintain the financial transactions handbook and various user guides.
8. Manage the annual external audit process for the District, Foundation, Bonds, and Student Government Assembly; create and implement plans to address recommendations from the District auditors in compliance with accounting practices and procedures; plan and conduct internal audits.

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Conduct financial research and develop short-term and long-range financial planning and forecasting and conduct in-depth complex financial analysis; monitor cash levels; make comprehensive recommendations.
10. Analyze, prepare, review, and evaluate comprehensive budgetary and financial data and ensure all general accounting and financial statements are conducted in accordance with GASB standards and GAAP; oversee the reconciliations of all accounts and timely closing of the financial accounts; monitor, control, and authorize expenditures of funds in accordance with established fiscal guidelines; identify and resolve discrepancies between financial and personnel and payroll data systems.
11. Develop and maintain budgets and chart of accounts for General Obligation Bond and capital outlay funds; prepare financial analysis and reporting for Citizen's Bond Oversight Committee; maintain the District and Foundation chart of accounts; create, update and expire account component fields and account codes according to State regulations and District needs.
12. Develop budgets and prepare related documents for District funds; develop and establish budget calendar and instructions; create spreadsheets, project revenue and expenditures; perform audits and system rolls; collect information from departments; compile and submit Board agenda items related to assigned areas.
13. Communicate with faculty, staff, students and external organizations to coordinate activities and programs; provide leadership and technical expertise to various levels of management, faculty, staff and students to provide correct and accurate financial information and respond to and resolve sensitive and difficult inquiries and complaints.
14. Review broker statements for the Foundation, evaluate investment activity and allocate and post earnings to endowment and annuity funds; prepare or oversee the preparation of financial records and statements for the Foundation and the Shone Farm Foundation; review and audit receipts and disbursements; identify and resolve discrepancies.
15. Develop and maintain cost recovery documents per Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CA OES) guidelines; compile and organize documentation in the event of an emergency/disaster; prepare claims for State and/or federal cost recovers; attend workshops to remain current on FEMA and CA OES cost recovery regulations.
16. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop, monitor and evaluate staffing needs.

KNOWLEDGE OF:

1. Advanced theory and application of budgetary planning and control in a college system.
2. Generally accepted accounting and auditing principles, practices and procedures.
3. Preparation, analysis, review and control of District accounts and budgets.
4. Applicable laws, codes, regulations, policies and procedures.
5. Financial and statistical record-keeping, report preparation, analysis and projection techniques.
6. Principles and practices of administration, supervision and training.
7. Warehouse operations, procedures, equipment and terminology.
8. Financial software systems including automated accounting, electronic spreadsheets and databases; and standard operating procedures.
9. Oral and written communication skills.
10. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Ensure accurate accounting of funds including income and expenditures.
2. Evaluate financial and budgetary data and prepare reports, forecasts and recommendations.
3. Work independently with little direction
4. Prepare, maintain and audit comprehensive financial statements, fiscal reports and spreadsheets; and evaluate financial and budgetary data and prepare reports, forecasts and recommendations.
5. Maintain confidentiality of privileged and sensitive information.
6. Communicate effectively both orally and in writing.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and assigned office equipment.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and time lines.
12. Effectively train, supervise and evaluate the performance of assigned staff.
13. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree in finance or related field.

Experience:

Increasingly responsible experience performing financial analysis, reconciliations and report preparation.