
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

MANAGEMENT/EXEMPT – CONFIDENTIAL

POSITION: FISCAL ANALYST
DEPARTMENT: ADMINISTRATION
FINAL FILING DATE: FRIDAY, SEPTEMBER 5, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)
LOCATION: *SCHEDULED TO BE ASSIGNED TO: WOODLAND COMM. COLLEGE
SALARY: \$4301 - \$4962/MO. (RANGE 13, YCMA MANAGEMENT SALARY SCHEDULE) (Initial placement will not be higher than the above listed salary, the top step for this position is \$5737/MO.)
COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of the College President, plan, organize and direct the fiscal activities of the college and the college's off-site campuses/operations, including accounts receivable, grant accounting, student financial aid accounting and cashier; develop/maintain/report college-level financial/budget results; direct the college portion of the planning, development and installation of district-wide financial information systems; recommend improvements to District-wide financial information systems and procedures; recommend and implement fiscal policies and procedures, and ensure compliance with applicable laws, principles policies and procedures in coordination with information technology department and district directives and goals. Work directly with the District Director of Fiscal Services to provide college summary budget/actual financial data for inclusion in District monthly/annual reporting. Provide financial advice to the College President to maintain budget integrity.

DESCRIPTION OF RESPONSIBILITIES WILL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

- Collect, compile and verify accuracy of college statistical and financial data and other information for inclusion into District budget and periodic reports, including year-end summary reports as required for mandated state reporting and external auditors; research/analyze information and establish appropriate formats for special reports as necessary. (E)
- Prepare annual tentative and final budgets for college. Ensure compliance with accounting manual and other Federal and State compliance handbooks. Submit data to District for inclusion in total budget. (E)
- Compile college-level revenue projections for general fund appropriation. (E)
- Compile cost projections for college-level expenses. (E)
- Prepare requisitions for a variety of college-wide expenses. (E)
- Assist administrative staff with budget detail as needed. (E)
- Prepare and report budget allocations and monitor allocations against actual expenditures, proposing budget/actual adjustments as necessary. Recommend corrective action to budget managers and President to prevent over expenditures. (E)
- Prepare monthly/annual college-level data for inclusion in the District Budget Report for the Board. (E)
- Maintain records of students' financial obligations to the College and coordinate withholding of services with Admission/Records Office. (E)
- Act as College liaison for capital outlay projects, initial project proposals, and final project proposals. (E)
- Plan, coordinate, implement and evaluate complex accounting projects; perform special analytical tasks as assigned by the College President. (E)
- Ensure consistent and accurate fiscal data is gathered and reported throughout the college and provided to district office in prescribed format. (E)
- Schedule, coordinate with District Office and serve as College liaison to external auditors. (E)
- Coordinate the closing & year-end adjustments to various accounts to assure compliance with provisions of the Education Code. (E)
- Interpret Federal, State & local regulations and guidelines and assure compliance with requirements; update and revise procedures as necessary. (E)
- Communicate with various College personnel and outside agencies to provide high-level financial analysis and ad hoc financial reports and recommendations. (E)
- In coordination with the District Offices, prepare and submit College required State and Federal reports. (E)
- Maintain the College portion of the District's computerized accounting systems, identify problems and assist in designing, testing and implementing solutions. (E)
- Ensure compliance with District issued fiscal closing schedules. (E)
- Perform related duties as assigned.

PROFESSIONAL KNOWLEDGE AND ABILITIES:

- Generally accepted accounting and auditing principles, practices and procedures
- Computerized accounting system – interface with general ledger
- Financial analysis and research procedures
- District organization, operations, policies and objectives
- State Education Code, State Budget and Accounting policies and other applicable laws
- Use of automated financial systems related to planning and analysis, forecasting, projection, accounting, financial control and auditing functions; including equipment, applications, methods, procedures and practices
- Current office equipment, methods and procedures including use and application of personal computers and associated software
- Requisite oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Commit to diversity
- Demonstrate leadership ability
- Perform high-level professional accounting work in the analysis, maintenance and auditing of accounts affecting College operations
- Utilize databases and spreadsheets for financial analysis
- Establish and work to accomplish approved District/College goals and objectives
- Develop, access and maintain a college-level computerized accounting system
- Prepare, interpret, review, reconcile, analyze, maintain and retain comprehensive College financial statements, technical documents, records, accounts and reports
- Develop and present recommendations and solutions to financial problems

- Assure compliance with applicable CCC System/District policies, procedures and governmental regulations
- Work independently with little or no direction
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and time lines
- Work confidentially with discretion
- Learn District/College organization, operations, policies and objectives

REQUIREMENTS: Any combination equivalent to a bachelor's degree in accounting, finance or business administration and three years of related experience.

WORKING CONDITIONS:

- Office environment
- Frequent interruptions

PHYSICAL ABILITIES:

- Sitting for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard, calculator and other office machines
- Hearing and speaking to exchange information and make presentations
- Seeing to read a variety of materials
- Lifting and carrying objects that weigh up to ten (10) pounds
- Reaching overhead, above the shoulders and horizontally

REQUIRED DUTIES:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

* This position is anticipated to be assigned to Woodland Comm. College but may be assigned temporarily or permanently within the District.

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

INTERVIEW: A candidate selected for interview will be required to visit Woodland Comm. College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (PERS).

BENEFITS: The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees' Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 5 OF THE YCMA MANAGEMENT SALARY SCHEDULE.**

APPLICATION PROCEDURE & DEADLINE: A District Classified application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TTY (530) 634-7760 OR visit our Web Site: www.yccd.edu. It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **FRIDAY, SEPTEMBER 5, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED NOR EMAILED MATERIALS – (APPLICATIONS, RESUMES, ETC.)

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