
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 VACANCY - CLASSIFIED SUPERVISOR

POSITION: DIRECTOR OF FISCAL SERVICES

DEPARTMENT: ADMINISTRATION

FINAL FILING DATE: MONDAY, FEBRUARY 23, 2009 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

LOCATION: *SCHEDULED TO BE ASSIGNED TO THE: DISTRICT

SALARY: \$78,346 - \$90,818/YR. (Range 31, YCMA Management Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$105,415/YR.)

COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of the Vice Chancellor of Administrative Services plan, organize and direct the fiscal activities of the District Business Office, including accounts receivable, payroll, grant accounting, student financial aid accounting and cashier; consolidate financial/budget reporting; participate in the planning, development and installation of district-wide financial information systems; recommend improvements to existing systems and procedures; recommend fiscal policies and procedures, and ensure compliance with applicable laws, principles, policies and procedures. Develop and implement fiscal recording/reporting procedures for State Propositions or Bond measure projects.

REPRESENTATIVE DUTIES:

- Manage District staff responsible for the collection, compilation and reporting of statistical and financial data and other information for inclusion into the District-wide budget and reports to include Bond Measure projects.
- Provide year-end summary reports for audit purposes; research and analyze information to establish appropriate formats for special financial reports as necessary.
- Consolidate fiscal/budget data from financial staff assigned to Yuba College and Woodland Community College.
- Develop and present annual District-wide budget preparation workshops.
- Ensure consistent, uniform and compliant fiscal data is gathered and reported throughout the District.
- Ensure compliance of District program activities with State Accounting Manual. Coordinate preparation of monthly consolidated budget/actual reports.
- Schedule, coordinate and serve as liaison with external auditors; coordinate the closing and year-end adjustments to various accounts to assure compliance with provisions of the Education Code.
- Prepare documentation to support the District's Tax Revenue Anticipation Notes (TRANS) obligation and ensure compliance with legal requirement.
- Direct the preparation and/or prepare a variety of District-wide state and federal financial reports.
- Interface/coordinate with staff assigned to YCCD Foundation financial reporting.
- Monitor special program funding, including grants and student financial aid; manage fiscal staff responsible for student financial aid accounting system.
- Consolidate fiscal reporting from YCCD Foundation and Fixed Asset financial records.
- Analyze new or proposed federal/state legislation and requirements to determine financial impact on the District.
- Develop District cash flow forecasts to include Proposition Bond sales, proceeds and disbursements.
- Work with the department of Information Technology and independent auditors to develop and maintain a system to manage student accounts receivables.
- Serve as alternate District representative for assigned internal and external organizations.
- Provide financial, statistical, or analytical studies to assist the administration in the formulation of new fiscal policies, plans or programs as requested.
- Select, train, supervise and evaluate assigned Fiscal Services staff.
- Perform other related duties as assigned.

KNOWLEDGE OF:

- Computerized management information systems
- Principles and practices of administration, supervision and training
- Governmental accounting, budgeting and auditing principles
- Laws, policies, rules and regulations related to all aspects of educational accounting, budgeting, financial analysis and research procedures including statistical analysis and use
- Principles, practices, technology and forms used in accounting and bookkeeping work including data processing capabilities and appropriate procedures
- Modern office practices, procedures and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- District organization, operations, policies and objectives desirable
- Oral and written communications skills
- Interpersonal skills using tact

ABILITY TO:

- Direct, analyze and evaluate complete governmental and school accounting systems

- Prepare clear and accurate financial statements and reports
- Design and implement improved fiscal procedures and internal controls
- Direct the maintenance of all financial records, payrolls and payroll records
- Work independently with little direction
- Establish and maintain effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work
- Train and provide work direction to others
- Communicate effectively both orally and in writing
- Work confidentially with discretion

EDUCATION AND EXPERIENCE: A Bachelor's degree in accounting, business administration, public administration or related field including or supplemented by course work in statistics, computerized management information systems and financial planning and five (5) years of increasingly responsible financial accounting and business experience including two (2) years in an administrative or supervisory capacity.

ENVIRONMENT:

- Typical office environment
- Driving a vehicle to conduct work
- Evening or variable hours

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting for extended periods of time

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 Yuba 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 Yuba 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.

BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependents, valued at over \$13,000 annually with currently no out of pocket expenses to employees or dependents for monthly premiums. The package includes health, dental, vision, two (2) life insurance policies and an Employee Assistance program. Additional benefits include contributions to the Public Employee's Retirement System (PERS) which is integrated with Social Security OR the State Teacher's Retirement System (STRS), 457/403b options, 22 vacation days, 3 Administrative days, 3 Non-duty days, 2 Floating Holidays, 12 sick days and 20 holidays. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 5 OF THE YCMA 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 you may call our TTY line at (530) 634-7760 OR visit our Web Site at www.yccd.edu **It is the sole responsibility of the applicant to ensure that all application materials are received by the final filing date in the Human Resources Office by MONDAY, FEBRUARY 23, 2009 BY 12:00 NOON.**

All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed, incomplete and/or late applications will not be forwarded for further consideration.

