

| Position Information   |  |
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| <b>Title</b>           | <b>Director of Fiscal Services</b>   |
| <b>Job Category</b>    | Management   |
| <b>Position Number</b> |  |
| <b>Location</b>        |  |
| <b>Job Description</b> | <p>BASIC FUNCTION: Under administrative direction of the Chief Business Officer, the Director of Fiscal Services provides accounting and financial reporting expertise to the District and ensures compliance with all applicable Federal, State and District procedures and policies. The Director of Fiscal Services manages the operations and staff of the Fiscal Services Department. The individual is responsible for overall management of accounting operations, including budget development and oversight, general ledger, accounts payable, purchasing, accounts receivable, financial reporting, grants and contracts, accounting and auxiliary services accounting.</p> <p>ESSENTIAL LEADERSHIP COMPETENCIES</p> <p><b>*Deep Commitment to Student Access and Success:*</b></p> <p>Under the direction of the Chancellor, the Director of Fiscal Services is responsible for improving the quality of life and the economic well-being of our citizens and communities by improving access to a quality-learning environment and fostering high levels of access and success for all students.</p> <p><b>*Willingness to Take Significant Risks to Advance Student Success:*</b></p> <p>Under the direction of the Chancellor, the Director of Fiscal Services will connect the institutional strategy of driving student access and success with the operations of the Fiscal Services.</p> <p><b>*The Ability to Create Lasting Change within the College:*</b></p> <p>Under the direction of the Chancellor, the Director of Fiscal Services will be committed to collaborative activities addressing the identified gaps in student outcomes on the basis of factors such as race, ethnicity and gender, and then collaborate with college stakeholders to improve results.</p> <p><b>*Strategic Vision for the College and Its Students, Reflected in External Partnerships:</b></p> <p><b>* Under the direction of the Chancellor, the Director of Fiscal Services will collaborate with other departments to pave the way for ongoing student access and success by forging partnerships with outside entities, including community-based organizations and employers.</b></p> <p><b>*Raise and Allocate Resources in Ways Aligned to Student Success:*</b></p> <p>Under the direction of the Chancellor, the Director of Fiscal Services will collaborate with other Student Services departments, developing resources to achieve significantly improved student outcomes by implementing well-designed institutional changes at scale, and ensuring they are embedded for the long term.</p> |
| <b>Job Duties</b>      | <p>REPRESENTATIVE DUTIES:</p> <ul style="list-style-type: none"> <li>• This position serves as principal liaison for the Chief Business Officer and the leadership of the District in the management and development of the District budget and completion of a wide variety of required reports. The incumbent oversees the District's accounting, budgeting and finance functions, and personally performs a variety of responsible professional accounting work within a robust technology based ERP system.</li> <li>• Provide leadership for all financial operations of the District, which includes the design of systems, preparation/presentation of financial reports and budgets, preparation of documents for</li> </ul>   |

annual audits, monitoring of revenues and expenditures, conducting financial analysis and development of internal controls.

- Provide leadership in the use of technology to achieve administrative efficiencies.
  - In consultation with Chief Business Officer and appropriate budgetary units, prepare annual budget for the District and establish control program and systems to assure compliance with allocations. Prepare revisions to the budget as required.
  - Performs duties of the Chief Business Officer in his/her absence as required.
  - Serves as liaison on accounting matters with external auditors engaged in regulatory, contractual and operational audits of District programs and activities.
  - Develop and provide periodic budget reports and financial projections to management staff.
  - Coordinates and performs assigned professional purchasing duties related to procurement, development of specifications, and documentary controls.
  - Provide oversight for foundation accounting functions.
  - Formulate business policies ensuring compliance with applicable laws and regulations, and district internal accounting/fiscal reporting procedures.
  - Oversee district-wide detailed accounts and records involving the collection of district funds and bursar activities; secure cash collecting and reconciliation system.
  - Coordinate and ensure accurate and timely production of general ledger, accounting and budget reports, prompt payment of invoices and issuance of statements for accounts receivable.
  - Provide training and technical expertise to administrators, faculty, and staff for budget development and assist in resolving issues and conflicts on expenditures and budget.
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- Initiates and maintains positive relationships with other departments and members of the College community; facilitates relationships with outside entities as appropriate and advises District community of changes to business office rules.
  - Serve as the primary fiscal resource person for District management of grants agreements and other external financial and service relationships.
  - Conduct special financial research or analytical studies to assist administrators in the formulation and planning of new or revised programs.
  - Review and approve District wide purchase requisitions and requests for checks, warrants, claims and reimbursement for expenses.
  - Ensure compliance with generally accepted accounting principles (GAAP) in executing, analyzing, verifying, and reporting transactions of a fiscal nature.
  - Perform review of the District Business Services Office's operations and processes, implement performance improvements, and improve financial operational efficiency and effectiveness between the college and district.
  - Supervises and evaluates classified and confidential staff. Supervisory duties include instructing, planning and assigning work, maintaining standards, coordinating activities, selecting new employees, acting on employee problems, and recommending employee discipline and discharge as appropriate. Evaluates the work of subordinates for completeness and accuracy; offers advice and assistance as needed.
  - 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 and for ensuring sufficient cash flows for operational coverage.
  - Serves on a variety of District committees as requested.
  - Perform other duties as assigned.

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|   | <p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <ul style="list-style-type: none"> <li>• Accounting, auditing, budgeting, and cash management as applied to California community colleges.</li> <li>• Theory and practices of public finance and business administration.</li> <li>• Financial systems and methods of budget development, tracking, and monitoring.</li> <li>• Basic research and analytical methods.</li> <li>• Principles, practices and terminology used in complex financial and statistical record-keeping.</li> <li>• Pertinent federal, state and local laws, codes and regulations.</li> <li>• Principles of supervision, training and performance evaluation.</li> </ul> <p>ABILITY TO:</p> <ul style="list-style-type: none"> <li>• Plan, organize, and manage the effective operations of a community college business office.</li> <li>• Use software for computer based accounting, budget and data systems.</li> </ul> <p>Prepare clear and accurate financial reports and statements.</p> <ul style="list-style-type: none"> <li>• Communicate clearly and concisely, both orally and in writing.</li> </ul> <p>Establish and maintain effective working relationships with those contacted in the course of work.</p> <ul style="list-style-type: none"> <li>• Schedule, supervise, assign and review work; train, guide, appraise and counsel employees.</li> <li>• Interpret and apply District or applicable policies and procedures.</li> </ul> <p>Present solutions to management level with confidence and effectiveness.</p> <ul style="list-style-type: none"> <li>• Interpersonal skills</li> <li>• Work independently with little direction.</li> </ul> |
| <b>Required Qualifications</b>            | <p>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.</p>   |
| <b>Desired/Preferred Qualifications</b>   | <p>DESIRED QUALIFICATIONS:</p> <ul style="list-style-type: none"> <li>• A Master's Degree in accounting, finance, business or public administration with an emphasis in accounting.</li> <li>• A valid license to practice as a Certified Public Accountant in California.</li> <li>• Four (4) years of management level experience directly related to the duties and responsibilities of this class, preferably in an academic setting.</li> <li>• Sensitivity to and an understanding of the diverse academic, socioeconomic, and ethnic backgrounds of staff, students and the public.</li> </ul>  |
| <b>Physical Demands</b>                   | <p>ENVIRONMENT:</p> <ul style="list-style-type: none"> <li>• Typical office environment</li> <li>• Driving a vehicle to conduct work</li> <li>• Evening or variable hours</li> </ul>   |
| <b>Special Conditions for Eligibility</b> |  |
| <b>FLSA</b>                               | Exempt   |
| <b>Range/Step</b>                         | \$84,336 - \$115,686/YR.   |

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| <b>Salary</b>               | (Range 33, Management Salary Schedule)   |
| <b>Benefits Information</b> | <p>BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependents, for positions whose FTE is .60 or higher, valued at over \$24,000 annually with currently no out of pocket expenses to employees or dependents for medical 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.</p> <p>WORKING CONDITIONS: In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.</p> <p>WORK DAY, WORK WEEK, and WORK YEAR: The District has the right to establish work day, work week, work year; hours of positions within the District may vary.</p> <p>PRE-EMPLOYMENT REQUIREMENTS: Employment is dependent upon Department of Justice (DOJ) clearance; all fees are the responsibility of the selected candidates and serves the purpose of obtaining a criminal history as authorized by the California Education Code. All prospective employees shall be required to provide verification of TB test.</p> |
| <b>EEO Statement</b>        | <p>As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.</p> <p>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.</p>   |