

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Director, Fiscal Affairs	Range: 32 (CL)	Management Schedule
Date Revised:	June 11, 2013	Date Approved:	September 1986
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of the Vice Chancellor of Finance and Facilities, this position is responsible for performing a variety of responsible duties related to the management of the District's financial operations and administrative services.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plans, organizes and directs District financial operations and activities including general accounting and auditing, accounts payable, accounts receivable, payroll, grants management and financial reporting; assures compliance with applicable federal, state and local laws and regulations.
2.	Collaborates with the colleges and the School of Continuing Education to develop and implement the District's annual tentative and final budget; provides leadership in the development of budget proposals and budget allocation processes.
3.	Performs accounting oversight of funds and accounts, including special programs and grants; reviews financial transactions and records to ensure solvency and conformance with generally accepted accounting principles and contract requirements; monitors expenditures and other account activities to ensure expenditures are within budget; manages the revolving cash fund; serves as the District's disbursing officer.
4.	Develops financial projections; prepares and interprets financial statements, cash flow analyses and various reports required by federal and state agencies; prepares, reviews and maintains a variety of financial documents and reports related to the operations and activities of the District, colleges and School of Continuing Education in compliance with District procedures and legal requirements.
5.	Directs and maintains accounting and reporting systems for the effective monitoring and control of fiscal operations; analyzes and reviews accounting procedures; formulates and implements revisions as necessary to ensure efficient fiscal administration; serves as a technical resource in providing recommendations and information regarding budget and accounting functions and activities.
6.	Plans, coordinates and facilitates annual contract auditing of fiscal operations and activities; provides for proper internal auditing and control of District, college and School of Continuing Education accounts; directs and participates in annual procedures for year-end closing of accounts.
7.	Directs and participates in the preparation and maintenance of a variety of financial and statistical information and reports related to fiscal operations; compiles information and data to create various financial and statistical reports and statements; assures accurate and timely completion and submission of reports.
8.	Develops and implements plans to facilitate and improve operations and programs; provides leadership and technical assistance to personnel in designing and implementing corrective processes and procedures.

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9.	Maintains communication with District and college personnel, governmental agencies and various outside organizations to exchange information, resolve conflicts and issues and coordinate fiscal operations.
10.	Maintains current knowledge of federal, state and local laws, rules and regulations related to fiscal operations.
11.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
12.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
13.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and campus personnel.
14.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
15.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
16.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
17.	Performs related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the District Director, Fiscal Affairs serves as the District Office of Finance and Facilities liaison with the colleges and the School of Continuing Education for matters related to budgeting and financial auditing.

**WORKING RELATIONSHIPS**

The District Director, Fiscal Affairs maintains frequent contact with college and District departments and personnel, the Orange County Department of Education, the California Community Colleges Chancellor's Office, and other outside agencies.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Bachelor's degree in accounting, business administration, finance, or related field from a regionally accredited institution.

Minimum of five years of increasingly responsible experience in a variety of accounting and fiscal operation functions, including at least one year in a supervisory position.

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Demonstrated experience with computerized financial information systems and their use in financial analysis and reporting.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

## **Desirable Qualifications**

Possession of an advanced degree in business administration, accounting, finance, or related field from a regionally accredited institution.

CPA Certification.

Administrative or supervisory experience in public education, preferably at a community college.

Familiarity with the Banner finance system.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of budget development and analysis, accounting internal controls, contract administration, purchasing and accounts payable procedures

Knowledge of District organization, operations, policies and objectives

Knowledge of generally accepted accounting principles as they relate to governmental agencies

Knowledge of California Education Code and Title 5 requirements relating to budget and accounting

Knowledge of the Community College Budget and Accounting Manual

Knowledge of appropriate software and databases

Knowledge of accounting and record keeping procedures

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

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## **SPECIAL REQUIREMENTS**

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### **WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

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