

## DIRECTOR, FISCAL SERVICES

### GENERAL DESCRIPTION OF CLASS

Under the direction of the Vice President of Administrative Services, the Director of Fiscal Services will provide leadership and guidance for the financial management of the District, including but not limited to, general accounting, internal and external auditing, internal controls, financial reporting, accounts payable, payroll, and accounts receivable. The position is responsible for the coordination and completion of the annual audit. The position will analyze and interpret financial results as well as prepare and submit internal and external reports, ensuring that financial information is recorded accurately and timely.

**REPRESENTATIVE DUTIES:** The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*.

**BASIC FUNCTION:** The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Plans, organizes, and supervises the operations for accounting, accounts payable, Payroll, accounts receivable and financial reporting including those related to payroll calculations, purchasing workflows, student registration activities, travel costs, service contracts, rents and leases, journal maintenance, fiscal oversight for the Butte College Foundation, and other various other accounting functions. \*
2. Evaluates 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.\*
3. Manages the District's fiscal operations using automated accounting systems, prepares complex spreadsheets, provides graphic display of information, uses database and database query tools.\*
4. Manages the District's cash flow; analyzes receivables and revenues, authorizes the release of funds for cash disbursements, reviews budgets, and provides management input and oversight on the District's retirement benefits trust. \*
5. Reviews key information generated by the accounting department, including but not limited to monthly bank reconciliations, journal entries, accounts receivable and accounts payable work papers, payroll calculations, and employee benefit information. \*
6. Develops, prepares, and analyzes accurate financial accounting reports and statements as required by federal, state, and local agencies as well as for use by outside agencies. \*
7. Supervises the management and recording of District and Foundation funds, including federal, state, and local allocations. \*
8. Assists in the development and continuous improvement of data processing programs to support budgetary, accounting, payroll, and general business activities. \*
9. Manages and provides direct supervision to assigned classified, confidential, and

- supervisory staff; supervisory duties include instructing, planning, and assigning work, maintaining standards, coordinating activities, selecting and hiring new employees, acting on employee problems, and recommending employee discipline up to and including termination as appropriate and in accordance with the collective bargaining agreements (CBAs); evaluates the work of subordinates for completeness, accuracy, and compliance; mentors staff, offers advice, and guidance as needed. \*
10. Initiates and maintains positive relationships with other departments and members of the college community; facilitates relationships with outside entities as appropriate. \*
  11. Conducts short-and-long range analysis and projections of District income and expenditures. \*
  12. Analyzes growth, development, and changes likely to affect District operations. \*
  13. Provides technical support to departments in developing budget requests and assists in the preparation of the District's annual budget. \*
  14. Participates in the planning, organizing, and coordinating of accounting and financial matters of the District and Foundation. \*
  15. Ensure the use and implementation of strong internal controls to maintain the integrity of the District's financial information. Make recommendations for opportunities to enhance controls.\*
  16. Analyzes the impact of proposed changes in operating programs and legal mandates on accounting systems; consults with operating and management personnel in the design of accounting systems to ascertain accounting data and reporting requirements. \*
  17. Resolves complex accounting problems; develops, recommends, and facilitates the implementation of new or revised accounting systems and related management policies, practices, and procedures. \*
  18. Oversees and provides direction and leadership to other departments during year-end closing processes; serves as the liaison on accounting matters with internal and external auditors engaged in regulatory, contractual, and operational audits of District and Foundation programs and activities. \*
  19. Participates in the presentation of financial audits to the Finance and Audit committee.\*
  20. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. \*
  21. Performs a variety of administrative responsibilities related to the area of assignment including but not limited to financial reports, fiscal presentations to administration and Board of Trustees, and prepares agenda items for Board of Trustees' review, ratification, and/or approval. \*
  22. Attends and participates in conferences, workshops, and various external organizations related to the area of assignment.
  23. May serve on a variety of District committees as requested.
  24. Performs other duties that support the overall objective of the position.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION/EXPERIENCE:**

- Bachelor's degree\* in accounting, finance, business administration, or public administration **AND**
- Five(5) years of increasingly responsible financial and accounting experience including detailed financial analysis and reporting; **AND**
- One (1) year of management and/or supervisory level experience directly related to the responsibilities in this class.

- Or, any combination of education and experience which would provide the required qualifications for the position.

\*Bachelor's Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

**DESIRED QUALIFICATIONS:**

- Master's degree in accounting, finance, business administration, or public administration.
- A valid license to practice as a Certified Public Accountant in the state of California.
- Three (3) years of management level experience directly related to the duties and responsibilities of this class, preferably in an academic setting.
- Work experience in an academic setting, ideally public higher education.
- Excellent written and verbal communication skills and strong organizational skills being able to pay close attention to detail.
- Sensitivity to and an understanding of the diverse academic, socioeconomic, and ethnic backgrounds of staff, students, and the public.

**CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:**

- May be required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)****Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Read, understand, interpret, and apply District policies, procedures, rules, regulations, laws, and ordinances pertaining to the specific responsibilities of the position.
- Federal, state, and local laws affecting the accounting and financial systems of the District.
- Principles and practices of general, fund, foundation, and government accounting including financial statement preparation and methods of financial control and reporting.
- Complex accounting
- Spreadsheets, graphing, tables, calculations, and automation efficiently to process large quantities of data relevant to business tasks
- Principles and practices of cost and fixed asset accounting.
- Internal control and audit principles and practices.
- GAAP and GASB accounting standards and requirement GAAP, financial compliance, processes, and procedures.
- SQL writing knowledge.
- Principles, practices, rules, and procedures of a community college District budgeting and accounting.

- District functions and associated financial management issues; principles and practices of business data processing related to processing of accounting and financial information.
- Principles and practices of public administration, including purchasing, contracts, and public records.
- Advanced research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- Supervisory and managerial concepts and principles.
- Theories, principles, and best practices in supervision and training of assigned staff.
- Modern office practices and procedures including technical report writing techniques.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

**Ability to:**

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations.
- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Interpret and apply District policies, rules, regulations and procedures of the District.
- Apply generally accepted complex accounting methods and procedures.
- Use governmental accounting and budgeting methods and procedures.
- Plan, direct, manage, coordinate, and integrate the District's finance and accounting activities and operations.
- Define complex management, fiscal, budget, and strategic planning issues.
- Organize and sequence steps that enable production of reports, special projects, and meetings.
- Post data and make mathematical calculations rapidly and accurately.
- Perform difficult analyses and research.
- Compile, organize, and use various financial information necessary in the preparation and monitoring of budgets.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Compose correspondence and reports.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Evaluate alternatives and develop sound conclusions and recommendations.
- Read, understand, interpret explain, and apply federal, state, and local policy, law, regulations, and court decisions related to the area of assignment.

- Present proposals and recommendations clearly, logically, and persuasively in public meetings.
- Represent the District effectively in negotiations and other dealings on a variety of difficult, complex, sensitive, and confidential issues.
- Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
- Exercise sound, expert independent judgement.
- Help ensure compliance with all laws, regulations, and policies through effective supervision and leadership.
- Motivate and provide leadership to employees.
- Prepare and monitor the budget.
- Develop procedures for and supervise various business functions, including payroll and accounts receivable/payable; compose complex financial reports, analysis and correspondence.
- Analyze and resolve administrative and financial problems.
- Prepare comprehensive, clear, and concise reports and recommendations.
- Make sound, educated decisions.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making decisions.
- Make required mathematical calculations accurately.
- Make public presentations.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Update and maintain records accurately and with confidentiality as required.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**RELATIONSHIPS WITH OTHERS:**

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, financial institutions, auditors, management and staff from other educational institutions, and the public, as needed.

**SUPERVISION EXERCISED and/or RECEIVED:**

The incumbent in this class provides work direction to assigned managers, staff, confidential staff, managers, student workers, student assistants, and/or short-term, temporary employees.

The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

**PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

**WORK ENVIRONMENT AND CONDITIONS:**

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

**Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.



Class Code: L318.100

Salary Range – MSC 24 – Exempt

**BGCCD is** committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.