

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Director, Fiscal Services	Management Team Supervisory	Range: 14.5 Days: 224

JOB DESCRIPTION:

Under general direction of the Vice President, Business Services, provides administration of the financial, budgeting, and accounting services for the District.

SCOPE:

The Director, Fiscal Services directs the District-wide activities of Accounting, Budgeting, and Payroll.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Supervises the Accounting Office, Payroll Office, Information Desk and Mailroom, and the Budget Coordinator.
2. Supervises the closing of District accounting records, preparation of closing financial statements and schedules, and coordinates the annual external audit of all District funds.
3. Prepares responses to findings in the annual independent financial audit and implements recommendations as appropriate.
4. Serves as liaison for managerial control and development of financial software systems.
5. Provides technical support and guidance in the budget development process. Provides budget and accounting guidance to District categorical program managers to ensure adherence to accounting and program regulations, contract requirements, and expiration of funds.
6. Maintains the design and internal control of District accounting systems:
 - a. Reviews cash handling procedures to ensure minimum exposure to error or misappropriation.
 - b. Analyzes Accounting Office staff duties to maximize internal controls.
 - c. Analyzes strengths and weaknesses of District's internal controls and implements necessary changes.
7. Directs the preparation of all financial and accounting reports such as CCFS-311, IPEDS, BFAP, categorical programs, 50% Law calculation, Gann Appropriation Limit, Lottery reports, Faculty Office Hours Report, etc.
8. Develops cash flow reports and advises the Vice President, Business Services on any projected need to borrow funds.
9. Trains staff on systems implementation, upgrades, and changes in accounting practices and procedures.
10. Serves as liaison with the County Office of Education, ensuring interface of common data systems and directing payroll or accounting changes as necessary.

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11. Provides technical accounting advice to department managers for budget management and recording of revenues and expenditures.
12. Develops budget control systems, directs and reviews the preparation of the budget calendar and instructions.
13. Under the direction of the Vice President, Business Services, prepares the preliminary, tentative, and final budgets and summaries for all District funds.
14. Provides staff support to District-wide Budget Advisory Committee.
15. Maintains an indirect cost rate for granting agencies in accordance with OMB Circular A-21.
16. As assigned by the Vice President, Business Services, serves on the District collective bargaining team for classified employees and participates in District committees.

KNOWLEDGE OF:

1. Principles and practices of non-profit financial administration.
2. Public budgeting systems.
3. Governmental accounting and auditing, including understanding of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
4. Payroll practices.
5. Financial software systems and electronic spreadsheet software.

ABILITY TO:

1. Demonstrate strong analytical skills.
2. Demonstrate effective verbal and written communications skills.
3. Work cooperatively with all segments of the campus community.
4. Analyze, interpret and prepare financial statements and reports.
5. Perform under the pressures of deadlines and other demands.
6. Review and interpret technical accounting literature, regulations and other guidelines.
7. Demonstrate good organizational skills.
8. Demonstrate sensitivity to, and respect for, a diverse population.

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QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree in accounting, finance, or any related degree. CPA license is desirable.

Experience:

Combination of five years of managerial and technical accounting experience, preferably in a fund accounting environment.

SUPERVISION RECEIVED:

The Director, Fiscal Services works under the general direction of the Vice President, Business Services.

SUPERVISION EXERCISED:

The Director, Fiscal Services manages the Supervisor, Payroll, the Budget Coordinator, the Accounting Office, and the Information Desk and mailroom.

Board Approved: July 16, 2008