



DIRECTOR OF FISCAL SERVICES

Responsible To: Executive Vice President of Administrative Services

Authorization From: Superintendent/President

Period of Employment: Full-Time, 12 Month Position

Salary: Management/Supervisory Schedule, Grade 19

DEFINITION

Under the direct supervision of the Executive Vice President of Administrative Services, develop, prepare, and maintain a complete set of financial records. Oversee and participate in processing complex accounting transactions, preparing adjustments to sub-ledgers and ledgers, and oversee and perform reconciliation, reporting, and auditing of general ledger financial information. Manage Business Service Office personnel, functions and business operations including payroll.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Train, cross-train, schedule, supervise and evaluate performance of employees and student workers assigned to the Business Office.
2. Supervise operation of public counter to respond to student/public inquiries; provide information as appropriate. Supervise and oversee cashiers and cashier functions. Audit daily activity for accuracy, proper recording and revenue recognition, expenditure recording and receivable or collectible reporting.
3. Supervise accounts receivable/accounts payable functions to assure timely receipt and recording of monies owed the District and to assure timely payment of District expenses.
4. Supervise the cashiering process to ensure an effective control system over student receivables and collection accounts.
5. Supervise the processing of purchase orders, warrants, invoices and the proper accounting of same.
6. Supervise the payroll process ensuring accurate and timely services.
7. Reviews and periodically audits purchase requisitions for compliance with the State Accounting Manual.

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8. Monitors cash balance and flow for all district funds maintained in the county treasury and ensure proper funding levels are maintained in all accounts.
9. Oversees, reviews, and analyzes accounting transactions processed by others for accuracy, proper account coding, or classification and allocation.
10. Monitors and audits all college cash funds maintained on campus utilizing Quick Books Pro-Multi-user program, or other system as used for operations.
11. Support payroll function by preparing quarterly and annual payroll reports for various entities as required by law.
12. Supervise and maintain appropriate records and files, including data processing printouts, bank account reconciliation and credit card accounts.
13. Monitors ongoing activity for grants and special programs and reconciles financial information for grant and/or categorically funded programs.
14. Responsible for the annual budget creation with the Executive Vice President of Administrative Services.
15. Coordinates input of budget data, implements procedures for specialized budgets, and analyzes budget reports to assure expenditures do not exceed appropriations.
16. Produces variance reports, periodic reports of revenue and expense performance, asset balances, cash balances, accounts payable and receivable (reimbursement) summaries, and other accounts that contribute to a complete accounting of the activity of the organization unit to inform program directors of financial performance, and inter-fund transfers and adjustments and encumbrances in the General Ledger, assuring that transactions comply with established policies, rules, and practices.
17. Prepares accurate and timely financial statements, statistical reports, cash and expense flow systems, capital project claim forms and financial schedules from accounting systems for internal users as well as external agencies, ensuring compliance with generally accepted accounting principles and Federal and State regulations and requirements.
18. Prepares audit schedules and accounting reports documenting adjustments to account balances, detailing the transaction trail for audit purposes.
19. Assists external auditors with the review of financial records and transactions, converts audit exceptions, regulation, and reporting requirement changes to accounting practices.
20. Maintains current knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) compliance issues.

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21. Oversees all aspects of implementing procedures to comply with GASB 34, 35, 37, 38, 45 and all other significant and/or additional requirements as adopted by the various accounting governing boards.
22. Ensure that audit findings and recommendations are corrected or implemented for conformance with GASB standards.
23. Monitors financial aid disbursements and assemble data needed for annual financial statements.
24. Maintains capital project accounting records, reconciling records to other District and/or State sources.
25. Implement and maintain fixed asset inventory and depreciation system.
26. Responsible for bank reconciliations for all District accounts.
27. Review and maintain record retention files and destruction of files in archives and establish proper retention periods are respected for all documents.
28. Oversees, reviews and analyzes WESTEC activities for accuracy of invoicing and payments. Also verify proper student enrollments and FTES are recorded.
29. Perform other related duties as may be assigned by the Executive Vice President of Administrative Services or the Superintendent/President.

MINIMUM QUALIFICATIONS

This position requires a Master's in Business Administration, or a Bachelor's in Finance or Accounting, or a Business related degree and 3 years of experience in a responsible accounting/auditing capacity. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

One (1) year of management experience.
One (1) year of public accounting experience.
Community college experience.
CPA License

PHYSICAL REQUIREMENTS

1. Ability to stand and circulate for extended periods of time.
2. Ability to work at a desk, a conference table or in meetings of various configurations.
3. Ability to see for purposes of reading laws, codes, rules, policies, other printed material and observing students.
4. Ability to hear and understand speech at normal levels.

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5. Ability to communicate so others will be able to clearly understand a normal conversation.
6. Ability to reach in all directions.
7. Ability to lift and carry 25 lbs.

Reasonable accommodations will be made for candidates with physical disabilities.