



West Kern Community College District
 Human Resources
 29 Cougar Court
 Taft, CA 93268
 661-763-7805
www.taftcollege.edu

Management Employment Opportunity

Application Deadline: Open until filled, priority consideration date of Tuesday, February 21, 2017

Director of Fiscal Services

Management Salary Schedule Grade 19, \$113,200.00 - \$123,733.00. The District provided health and welfare benefits, valued at \$19,530.96 for 2016-17 includes medical, dental and vision for the employee and dependent, and life insurance for the employee.

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California’s central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College’s Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 62 full-time faculty, 80 adjunct faculty, 146 classified staff, 24 classified administrators and 7 certificated administrators.

GENERAL RESPONSIBILITIES

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 OF THE POSITION

Train, cross-train, schedule, supervise and evaluate performance of employees and student workers assigned to the Business Office.

Supervise operation of public counter to respond to student/public inquiries; provide information as appropriate. Supervise and oversee cashiers and cashier functions.

Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. 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 subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on the TC website under Jobs and EdJoin.

Website:
www.taftcollege.edu
www.edjoin.org

Human Resources Department Hours:
 Monday-Friday
 7:30 a.m. – 5:00 p.m.

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Audit daily activity for accuracy, proper recording and revenue recognition, expenditure recording and receivable or collectible reporting.

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.

Supervise the cashiering process to ensure an effective control system over student receivables and collection accounts.

Supervise the processing of purchase orders, warrants, invoices and the proper accounting of same.

Supervise the payroll process ensuring accurate and timely services.

Reviews and periodically audits purchase requisitions for compliance with the State Accounting Manual.

Monitors cash balance and flow for all district funds maintained in the county treasury and ensure proper funding levels are maintained in all accounts.

Oversees, reviews, and analyzes accounting transactions processed by others for accuracy, proper account coding, or classification and allocation.

Monitors and audits all college cash funds maintained on campus utilizing Quick Books Pro-Multi-user program, or other system as used for operations.

Support payroll function by preparing quarterly and annual payroll reports for various entities as required by law.

Supervise and maintain appropriate records and files, including data processing printouts, bank account reconciliation and credit card accounts.

Monitors ongoing activity for grants and special programs and reconciles financial information for grant and/or categorically funded programs.

Responsible for the annual budget creation with the Executive Vice President of Administrative Services.

Coordinates input of budget data, implements procedures for specialized budgets, and analyzes budget reports to assure expenditures do not exceed appropriations.

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.

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.

Prepares audit schedules and accounting reports documenting adjustments to account balances, detailing the transaction trail for audit purposes.

Assists external auditors with the review of financial records and transactions, converts audit exceptions, regulation, and reporting requirement changes to accounting practices.

Maintain current knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) compliance issues.

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Oversee 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.

Ensure that audit findings and recommendations are corrected or implemented for conformance with GASB standards.

Monitor financial aid disbursements and assemble data needed for annual financial statements.

Maintain capital project accounting records, reconciling records to other District and/or State sources.

Implement and maintain fixed asset inventory and depreciation system.

Responsible for bank reconciliations for all District accounts.

Review and maintain record retention files and destruction of files in archives and establish proper retention periods are respected for all documents.

Oversee, review and analyze WESTEC activities for accuracy of invoicing and payments. Also verify proper student enrollments and FTES are recorded.

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.

FOREIGN TRANSCRIPTS

Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

COMPENSATION

The salary range for the position is \$113,200.00 - \$123,733.00. The successful applicant will be offered a starting salary within this range commensurate with qualifications and experience.

ANTICIPATED START DATE

The anticipated start date will be on or before April 14, 2017.

APPLICATION DEADLINE

To be assured full consideration, complete application packets should be in the Human Resources Department by **4:00 p.m. on Tuesday, February 21, 2017**. Application materials must be mailed, hand delivered, or e-mailed. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

APPLICATION PROCESS

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District management application or Edjoin online management application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. Complete transcripts of all lower and upper division and graduate level college/university course work (need not be official).

Application forms may be obtained from www.taftcollege.edu.

Management online application submission: www.edjoin.org

Send all application materials to: Taft College Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

PAY RANGE

Grade 19 on the Management Salary Schedule/ Exempt.

SUPERVISION

Direction is received from the Executive Vice President of Administrative Services and Superintendent-President.

HOURS & TERMS OF EMPLOYMENT

40 hours per week, 12 months per year. Will require evening hours throughout the year.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Possess a current CA driver license. Taft College reserves the right to modify or rescind this job announcement at any time.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.