



TAFT COLLEGE

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 Friday, October 5, 2018

Budget and Fiscal Analyst

2017-18 Educational, Confidential and Classified Administrator Salary Schedule Grade 14, \$72,635.00 - \$93,682.00. The District provided health and welfare benefits, valued at \$19,530.96 for 2017-18 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 general supervision of the Executive Director of Fiscal Services, responsible for direction of administrative oversight, monitoring, reconciliation, and technical support for all categorical, restricted, grants, and special funds. Duties included but are not limited to coordination, planning, data collection, analysis, research and reporting, as well as essential accounting, monitoring and reconciliation of budgets, expenditures, and fiscal controls. Facilitate strategic budget development processes to arrive at the district's tentative and adopted budgets, and provide subject matter leadership and control over the daily budget operations. Apply complex analytical and statistical methodologies in the development of accurate internal budgetary controls, policies and procedures, and timely financial reports for managements' use in monitoring of spending and available funding in their departments. Facilitate all phases of the budget development process, convert and activate approved budgets for day-to-day accounting transactions and adjustments, oversee special funding, and monitor actual expenditures.

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-Thursday

7:30 a.m. - 5:00 p.m.

Friday

7:30 a.m. - 4:30 p.m.

DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustration of the various types of work that may be performed.

- Provide personnel support and supervision.
- Input and prepare detailed budget information, analyze and identify budget to actual variances for the current fiscal year, and identify decision points for review by managers, the Executive Director of Fiscal Services, and the Executive Vice President of Administrative Services.
- Monitor expenditures and fiscal activities to assure appropriate use of funds and provide reporting to budget managers.
- Aid the Executive Director of Fiscal Services in implementation and compliance with budget policies and procedures.
- Aid in the preparation of financial and statistical reports for audit purposes, administrative decision support, and state and federal reporting.
- Communicate with various school personnel and outside agencies to prepare and provide them with required reports.
- Research, analyze and recommend solutions to various complex budgetary and accounting problems.
- Verify and report the availability of funds for journal transfers and purchase orders.
- Analyze account transactions; assure fiscal documents are prepared and maintained in accordance with established requirements.
- Prepare, review, and input budget, journal entries, and year-round accruals; verify the availability of funds for the various departments and administrative offices.
- Develop categorical, restricted, grant, and special fund budgets. Research and review proposed grants to determine allowable expenses, including those for overhead and administration. Approve budgets for submittal to funding agencies. Oversee and construct chart of accounts and assignment of location numbers.
- Prepare time-sensitive compliance and performance reports which are required for budget advisory committees and external oversight agencies.
- Authorize budget transfers for income and expenses. Tracks income, accounts receivable, purchase orders, contracts, and expenses to assure proper accounting and handling during fiscal year changes.
- Participate in year-end closing procedures. Work with departments to reconcile and close accounts and determine beginning fund balances carried over into new fiscal years.
- Provide assistance to external auditors. Oversee and assemble information from checklists and other auditor requests. Prepare internal control checklists for the department and orient other departments to requests. Prepare adjustments and corrective measures suggested and corrective measures suggested by auditors such as journal entries to income, expense, and fixed assets.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

An earned Bachelor's degree from an accredited university or the equivalent AND three years' experience in a responsible accounting or fiscal capacity related to assignment. OR, an earned Associates Degree AND seven years' experience in a responsible accounting or fiscal capacity related to assignment. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

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>

APPLICATION DEADLINE

To be assured full consideration, complete application packets should be in the Human Resources Department by **4:00 p.m. on Thursday, October 5, 2018**. 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 14 on the Educational, Confidential and Classified Administrator Salary Schedule/ Exempt.

SUPERVISION

Direction is received from the Executive Director, Fiscal Services.

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.