

**San Jose · Evergreen Community College District
Classified Job Description**

Position: College Fiscal Coordinator

Department: Business Services

Location: EVC or SJCC

Date: April 8, 2014

POSITION PURPOSE

Under the direction of the college Business Services Supervisor, perform a variety of high-level professional accounting, financial analysis and special projects in support of the overall fiscal interest of the college, specializing in categorical, grant-funded and special programs accounts; lead and review the work of staff responsible for various general ledger accounts; serve as a technical resource to the designated college. Provide accounting advice and direction to college program managers and management; communicate results of financial analysis to management and outside parties and make recommendations for appropriate action; identify problems and implement solutions.

KEY DUTIES AND RESPONSIBILITIES:

1. Review computer input for various accounts to assure accuracy of the general ledger; assure that accounts are recorded properly.
2. Serve as a contact for the College's banking relationships; prepare journal entries and reconcile bank accounts.
3. Assist in the planning, prioritizing, leading the work and providing technical direction to the college business services staff responsible for a variety of accounts including accounts payable and accounts receivable.
4. Assist in the implementation of department goals and objectives; recommend and implement approved policies and procedures.
5. Establish schedules and methods for providing accounting services; identify resource needs; review needs with appropriate management staff; allocate resources and respond to inquiries.
6. Perform special fiscal projects involving such matters as integration establishment of new software, analysis of financial reports
7. Review and analyze financial reports for the Colleges; assure reports are balanced and coded accurately; identify and resolve discrepancies. Review and process the College's board elections and hourly timesheets; prepares College's budget transfers or journal vouchers for corrections and/or adjustments to the budget.
8. Receives and reviews purchase requisitions, request for checks, warrants, claims, and reimbursements for expenses for appropriateness and budgetary and program compliance. Verifies accuracy and completeness of information, then forwards item to the college Business Services Supervisor.
9. Coordinate activities involving outside auditors and District Fiscal Services; provide additional data as requested; prepare year-end closing documents and worksheets.
10. Prepare and examine: categorical, grants, and special programs expenditure reports, financial statements, budget variances and reports of historical trends for program management and granting agencies.

11. Plan, coordinate, implement, and evaluate complex accounting projects and financial studies to support categorical, grants, and special programs.
12. Provide technical expertise, advice, and direction to college categorical, grant, and special program departments.
13. Lead and assist in the work of the accounting technicians in the college Business Services department in areas such as but not limited to Admissions & Records, Student Accounts, library, Financial Aid which may involve accounts payable, accounts receivable, cash, credit card charges, payroll disbursement, reimbursements, daily receipts and refunds reconciliation, and other related accounting reports.
14. Interpret federal, state, and local regulations and guidelines and assure compliance with requirements; update and revise procedures as necessary.
15. Research, prepare, and assist in submission of state and federal reports for college programs
16. Participate in developing budgets for categorical, grants, and special program accounts; monitor expenditures for compliance with regulations of the District and the programs' guidelines.
17. Perform other duties reasonably related to the job classification.

Knowledge of:

1. Generally accepted accounting and auditing principles, practices and procedures.
2. Financial analysis and research procedures.
3. District/College operations, policies and objectives.
4. State Education Code, State Budget and Accounting policies and other applicable laws.
5. Operation of a computer and related software.
6. Modern office practices, procedures and equipment.
7. Oral and written communication skills.
8. Technical aspects of field of specialty.
9. Principles of training and providing work direction.

Ability to:

1. Perform high-level professional accounting work in the analysis, maintenance and auditing of accounts affecting District/College operations.
2. Maintain accurate financial and statistical records.
3. Assure compliance with applicable District policies, procedures and governmental regulations.
4. Reconcile, balance and audit records and accounts.
5. Present solutions to management level with confidence and effectiveness.
6. Assist in overseeing, reviewing and critiquing the work of other college staff.

7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Operate a computer and related office equipment.
9. Establish and maintain cooperative and effective working relationships with others.
10. Analyze situations accurately, exercise sound judgment and working independently, and adopt an effective course of action.
11. Plan, coordinate, execute and evaluate solutions to complex accounting problems.
12. Meet schedules and time lines.
13. Communicate effectively both orally and in writing.
14. Work independently with little direction.
15. Assist with training other college staff.

Experience and Education:

1. Bachelor's degree from an accredited institution of higher education with major course work in accounting, finance, business administration or related field and five years of increasingly responsible professional level accounting and budgeting.
2. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.
3. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

Desirable Qualifications:

1. A Master's degree is desirable.

WORKING CONDITIONS

Environment:

1. Typical office environment

Physical demands:

1. Requires sufficient hand-eye-arm coordination to use a keyboard plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to read words and numbers. Requires auditory ability to carry on conversations over the phone and in person.

Date Approved: 4/8/14

Salary Range: 130

EEO-Category: 2B2 - Other Professionals