

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Executive Director, Fiscal Services

Department: Fiscal Services

Location: District Office

Date: 7/1/15

POSITION PURPOSE

Reporting to the Vice Chancellor of Administrative Services, the Executive Director of Fiscal Services serves as the District's key financial expert and is responsible for the administration and management of district business services. This position leads, directs and oversees the budget, finance and accounting, auxiliary services, and the contracts and risk management program of the District; serves as the principle liaison between the centralized accounting, payroll and purchasing functions and the college business service offices.

NATURE AND SCOPE

The Executive Director of Fiscal Services leads the fiscal services of the District including accounting, budget, purchasing, payroll, warehouse, contracts and risk management, and auxiliary services. The position oversees the District's budget; prepares District attendance accounting reports and various other financial reports; supervises and evaluates the performance of assigned personnel; oversees accounting, purchasing, payroll and risk management; and develops and presents fiscal and business strategies.

KEY DUTIES and RESPONSIBILITIES

1. Advise the Vice Chancellor of Administrative Services and District Management on financial, payroll, contracts, purchasing, and risk management issues.
2. Provide leadership and oversight to the District Fiscal Services team. Plan, organize, control and oversee the fiscal services of the District including accounting, budget, payroll, purchasing, warehouse, auxiliary services, contracts and risk management program.
3. Evaluate the financial impact of policy options; formulate, maintain and implement District accounting procedures; approve payments, budget transfers, journal entries, legal reports and other transactions as appropriate; manage the flow of office activities.
4. Oversee and administer the District's annual budget; publish budget process guidelines; participate in the development of strategies and budget goals for the Colleges and District Office.
5. Administer specialized presentations and analyses for the District's strategic planning and employment negotiation processes; oversee the preparation of multi-year financial projections, cash flow and financial analyses including revenue, expenditure, employee compensation and historical comparisons, cost/benefit analyses and others.
6. Serve as primary liaison with the District's independent auditors; oversee the annual independent audit; participate in audit committee meetings to determine scope of audits and review results; coordinate the audit calendar; discuss auditor concerns with appropriate administrators and approve management strategies to resolve findings; prepare related reports.
7. Prepare the District's attendance accounting reports; conduct a detailed review and assure accuracy of data.
8. Oversee and provide directions and leadership for risk management program.

9. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures.
10. Provide technical expertise, information and assistance to the Vice Chancellor regarding assigned functions.
11. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
12. Attend and conduct a variety of meetings as assigned; represent the District at various state, regional, and local meetings; serve as the District representative on various Boards; participate in conferences and workshops to maintain current knowledge in legislation, technology, standards, and practices related to assigned activities.
13. Cultivate positive working relationships within the District to build customer confidence and satisfaction. Communicate with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
14. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Accounting, auditing, budgeting, and cash management as applied to California community colleges.
2. Theory and practices of public finance and business administration.
3. Financial systems and methods of budget development, tracking, and monitoring.
4. Basic research and analytical methods.
5. Principles, practices and terminology used in complex financial and statistical recordkeeping.
6. Risk management specializing in liability and property coverage.
7. Pertinent federal, state and local laws, codes and regulations.
8. Principles of supervision, training and performance evaluation.

Skills and Abilities to:

1. Plan, organize, control and direct a centralized fiscal services department including accounting, budget, purchasing, payroll and auxiliary services.
2. Develop and maintain complex accounting, database, and spreadsheet models and systems.
3. Interpret, apply and explain rules, regulations, policies and procedures.
4. Prepare comprehensive narrative and statistical reports.
5. Direct the maintenance of a variety of reports and files related to assigned activities.

6. Direct, schedule, coordinate and evaluate the work of assigned employees.
7. Communicate effectively both orally and in writing.
8. Build and foster knowledgeable, cohesive and effective work teams.
9. Establish and maintain cooperative and effective working relationships with others.
10. Operate a computer and assigned office equipment.
11. Analyze situations accurately and adopt an effective course of action.
12. Plan, organize work and meet schedules.

Education and Experience:

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Bachelor's degree from an accredited institution in accounting, finance, business administration or related field.
3. Five years of increasingly responsible experience in the management of a fiscal services or accounting department, preferably in a public agency.

Working Conditions:

1. Typical office environment.

Board Approved: 6/9/15

Salary Range: M 36 (reclassified from M34 Director of Fiscal Services)

EEO Category: 2B1 Executive/Administrative/Managerial