

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

**Position:** Director, College Fiscal Services

**Department:** Administrative Services

---

---

**POSITION PURPOSE**

Under general direction, the Director, College Fiscal Services plans, organizes, directs and integrates operations and staff activities of the Business Services Office for the assigned College; plans, directs and coordinates the College's overall management of accounting operations, including general ledger, accounts payable, non-student accounts receivable, and auxiliary services accounting; assists with developing and administering the college budget; maintains processes for fiscal integrity, stability and operational efficiency across all college financial functions; develops and implements internal accounting controls and financial reporting systems; and performs other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below exemplify the work of the classification and assigned duties may include work that is similar, related or a logical assignment to this class.

1. Plans, directs, controls, integrates and evaluates the work of the College Business Office, overseeing financial systems to track and monitor revenues and expenditures; develops and monitors the College's annual budget and a variety of grant budgets; prepares multi-year projections and prepares or monitors the preparation of related state reports; prepares a variety of financial reports to manage and track college and grant performance; prepares documents for annual audits, conducts financial analyses and develops internal controls.
2. With the Vice President, Administration, collaborates with college administrators and the District office to prepare the annual budget; monitors and evaluates budget usage and revises budget to meet goals and objectives; performs ongoing forecasting and financial analyses; develops, implements and monitors internal accounting controls to safeguard assets and ensure accurate financial information; complies with all applicable federal, state, and District regulations related to financial activities.
3. Directs and manages the work assignments and performance of assigned staff and student workers; interviews and participates in selecting employees; trains, counsels, evaluates and disciplines personnel according to established policies and procedures.
4. Manages college accounts and records involving accounts receivable and student accounting including billing, payments, financial aid, and refund activities; oversees cashiering, secures cash collection and manages reconciliation processes and procedures; coordinates and ensures accurate and timely production of general ledger entries, accounting and accounts receivable reports.
5. Reviews and approves campus purchase requisitions and requests for checks, warrants, claims and expense reimbursements; directs, plans and reviews cash flow, revenue, and expenditures; ensures prompt payment of invoices and issuance of budget usage reports and other accounts payable reports.
6. Manages fiscal portion of college grants and other external financial and service relationships including developing grant budgets, agreements and other documents and reports; ensures compliance with generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) in executing, analyzing, verifying, and reporting fiscal transactions; provides training and technical expertise to administrators, faculty, and staff for budget development and assists in resolving issues and conflicts associated with expenditures.

7. Performs review of the college Business Services Office's operations and processes; implements performance improvements and improves financial operational efficiency and effectiveness between the college and District; conducts special financial research or analytical studies to assist administrators in formulating and planning new or revised programs; advises campus community of changes to business office procedures, policies, forms, and regulations to ensure efficient and effective practices.
8. Makes presentations to the Board of Trustees and to other board-level groups.
9. Leads and serves on committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
10. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Principles, practices and procedures of general and governmental accounting, including methods of financial accounting, control and reporting, preferably in a community college environment.
2. Management of accounting and financial operations including the review, maintenance and adjustment of funds, accounts and budgets to produce accurate financial and statistical records.
3. Preparation of financial statements and related comprehensive reports.
4. Generally Accepted Accounting Principles (GAAP), Governmental Accounting and Financial Reporting Standards (GASB Statements), California Community College Budget and Accounting Manual (BAM), and other standards and requirements applicable to community colleges.
5. Principles, practices and procedures of internal control and audit.
6. Practices, procedures, techniques and strategies for determining operational effectiveness.
7. Principles and practices of categorical fund and grant accounting, tracking and reporting.
8. Financial aid and scholarship laws, policies and procedures.
9. Post-employment benefits program administration.
10. Research and statistical methods used in accounting analysis and management.
11. Data processing applications.
12. Federal, state and other applicable laws and regulations and District policies and procedures governing Fiscal Services including applicable sections of the California Education Code and Title 5.
13. Principles and practices of effective supervision and leadership.
14. Principles, practices, methods and techniques of program analysis, and planning and management as applicable to assigned area.
15. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
16. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

### **Skills and Abilities to:**

1. Plan, organize and approve work completed by college Business Office staff.
2. Prepare clear and accurate financial records, reports and statements.
3. Use enterprise software and data systems for accounting, budget management and reporting.
4. Implement District and college fiscal services policies and guidelines.

5. Manage, supervise and train employees in accounting, accounts receivable and accounts payable practices.
6. Provide support to the Vice President and senior management in ensuring compliance with program financial, legal and administrative requirements.
7. Select appropriate methodologies and perform complex mathematical and statistical calculations.
8. Collaborate with District office, administrators and other stakeholders to provide technical advice and counsel to develop solutions for financial accounting, reporting and other issues.
9. Present solutions to management with confidence and effectiveness.
10. Determine work priorities and analyze situations using sound judgment in applying policies, rules, regulations and standard operating procedures.
11. Build and foster knowledgeable, cohesive and effective work teams.
12. Establish and maintain cooperative and effective working relationships with others.
13. Operate a computer, assigned office equipment and standard business and financial management software and applications.

**Education and Experience:**

1. Bachelor's degree from an accredited institution in accounting, finance, business administration or closely related field.
2. Five years of extensive budgeting, accounting, or other business operations experience including two at a supervisory or manager level.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, 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.

**Desirable Qualifications:**

1. Proficiency in the use of spreadsheet and software applications in an integrated accounting system.
2. Prior experience working in a higher-education institution is preferred.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than the assigned work site, and occasional evenings, holiday and/or weekend work may be required.

**Physical Demands:**

While performing the duties of this class, the employee is primarily in a stationary position and is required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

**Mental Demands:**

While performing the duties of this class, the employee is regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/9/2025

Salary Range: M-25

EEO Category: 2B1- Executive/Administrative/Managerial