

San Jose/Evergreen Community College District
Classified Management Job Description

Position: District Director, Fiscal Services

Department: Fiscal Services

POSITION PURPOSE

Under general direction, the District Director, Fiscal Services plans, organizes, directs and integrates operations and activities of the District's centralized Fiscal Services budgeting, accounting and treasury functions; develops and prepares the annual District budget; directs payroll and other fiscal operations to ensure fiscal accountability and sound financial management of the District's resources; plans, directs and participates in financial recordkeeping, reporting and related auditing functions to ensure accurate and timely accounting and reporting of District accounts and budgets in accordance with generally accepted federal, state, county and District requirements and practices; and performs related 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 centralized Fiscal Services budget, accounting operations and treasury management to ensure a high-performance, service-oriented work environment that supports achieving the department's and District's mission, objectives and values; directs and coordinates the department activities and services, including accounting, payroll, budget, fiscal reporting and auditing; manages and implements new or revised financial management and accounting policies and procedures to improve operational effectiveness.
2. Manages the work assignments and evaluates performance of assigned managers, staff, and student workers; interviews and participates in selecting employees; trains, counsels, and disciplines personnel according to established policies and procedures.
3. Projects and develops intermediate and long-range parameters for resources and appropriations; reviews and analyzes new legislation affecting the District's financial status; analyzes budget projections, cash flow and revenue forecasts; advises executive management on status of accounts and recommends actions.
4. Plans and manages the development of the District's annual operating, capital, grant and fund budgets; oversees and participates in developing short- and long-term financial forecasts; researches and formulates recommendations on budgeting, funding issues and operational alternatives; provides advice on fund availability for long-term projects; directs and monitors expenditures against budgets.
5. Through subordinate managers, directs and manages preparation and maintenance of District accounting and financial records for all general fund, categorically-funded and grant-funded operations, programs and services including financial aid programs and trust accounts; reviews and evaluates general ledger and grants accounting, payroll, accounts payable/receivable and student accounting functions; implements and enforces a sound system of internal control processes and procedures to ensure against fraud, errors and omissions in District financial operations and records.
6. Directs the collection of receipts and the deposit of funds with various banking institutions including financial aid wire transfers and reconciliations; understands and implements Governmental Accounting Standards Board (GASB) statements, Accounting Advisories, and changes to Statements on Auditing Standards (SAS); interprets and implements board policies and

administrative procedures related to Fiscal Services activities and recommends revisions as required.

7. Directs the year-end closing of books and preparation of financial statements; leads and participates in preparing annual state financial reports and other quarterly and annual financial reports; coordinates the compilation of information and develops a variety of financial statements and narratives.
8. Oversees the completion of all grant and external funding financial reporting requirements, ensuring compliance with federal, state and funder regulations, requirements and timelines; oversees and participates in analyses of the impacts of grant-funded programs on the District's general fund budget; performs complex financial analyses on cash flow, revenue and changes in state funding.
9. Directs preparation for and oversees the annual audit process; ensures required information and responses to questions are provided in a complete and timely manner; develops explanatory narratives and/or corrective action plans in response to any audit comments or recommendations.
10. Supervises the forecasting of short- and long-term balances/debt requirements and maintenance of cash balances to meet disbursement requirements upon due date; monitors and maintains short- and longer-term financial goals and objectives; engages in extensive contact with financial advisors/consultants, bond and legal counsel, and bankers; assists in issuing and maintaining bonds and other securities.
11. Participates in the development and administration of the department budget; reviews and approves expenditures including acquisition of supplies and equipment.
12. Collaborates with Information Technology Services and Support (ITSS) and campus technology teams to ensure up-to-date data entry screens, data fields, tables and other information is available through the College's student and business information systems; coordinates with various departments to identify and takes action on fraudulent student accounts and information.
13. Makes presentations to the Board of Trustees and to other board-level groups; researches background information used for agenda items and reports.
14. Leads and serves on committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
15. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Administrative principles and methods including goal setting and long-range financial planning, program development/implementation, delegation and employee supervision.
2. Technology systems (both software and databases) supporting the operations of Fiscal Services including those related to student accounting and financial aid.
3. Banking operations and accounting procedures related to the management of cash, investments and bond maintenance.
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. Principles and practices of public agency budget development and management and grant tracking and monitoring.
7. Principles and practices of student financial aid programs.

8. General principles of risk management.
9. Research methods and analysis techniques.
10. Federal, state and other applicable laws and regulations and District policies and procedures governing fiscal services including applicable sections of California Education Code, Title 5, Family Educational Rights and Privacy Act (FERPA) and applicable sections of Internal Revenue Regulations and labor laws.
11. Theories and techniques of negotiation, mediation and conflict resolution.
12. Principles and practices of effective management and supervision.
13. Principles and practices of strategic planning.
14. Principles and practices of organizational improvement and culture change.
15. 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, direct and evaluate the programs and activities of the Fiscal Services department budgeting, accounting operations and treasury management.
2. Conduct complex financial analyses and present findings for audit, management information, and policy-making purposes.
3. Ensure proper maintenance of fiscal records to prepare financial reports.
4. Understand, interpret and apply policies and procedures, regulations, government and state code, and other applicable laws.
5. Prepare and monitor the Districtwide budget.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Present solutions to management with confidence and effectiveness.
9. Direct, schedule, coordinate and evaluate the work of assigned employees.
10. Build and foster knowledgeable, cohesive and effective work teams.
11. Establish and maintain cooperative and effective working relationships with others.
12. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. Bachelor's degree from an accredited institution in business administration, accounting, or a closely related field.
2. Five years of progressively responsible experience in administering accounting, budgeting and treasury operations, including two years 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:

Prior experience at 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.

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

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are 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, employees are 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-30

EEO Category: 2B1- Executive/Administrative/Managerial