

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

**Position:** Executive Director, Fiscal Services

**Department:** Fiscal Services

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**POSITION PURPOSE**

Under general direction, the Executive Director, Fiscal Services plans, organizes, directs and integrates operations and activities of the Fiscal Services department, including the management and administration of District financial policies and practices, payroll, budget, accounting operations, treasury management and legal and compliance activities; counsels and provides technical and administrative direction to administrators and support staff in a variety of financial areas; 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, develops, implements and administers the activities, services and operations of the Fiscal Services department to achieve the department's and District's mission, objectives and values; directs accounting, payroll, budget, fiscal reporting, and auditing and treasury management; establishes and maintains risk management and internal control practices; supports the President, Board members, the Chancellor, students and staff to advance the Master Education plan by providing financial accountability and stability.
2. Under the direction of the Vice Chancellor, Administration, manages, directs, oversees and participates in the development of the Fiscal Services department work plan; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.
3. Collaborates and participates with executive leadership in formulating District plans and strategies, ensuring financial effectiveness and sustainability; partners with other executive administrators to develop and achieve goals, identify resources, and establish a basis for accountability for programs and services in accordance with the District's mission.
4. Develops and administers the annual budget for the Fiscal Services department; determines staffing and resource allocation in response to needs and priorities.
5. Directs and manages the work assignments and performance of assigned management and staff; interviews and participates in selecting employees; trains, counsels, and disciplines personnel according to established policies and procedures.
6. Provides internal consulting on a variety of complex and sensitive budgetary, funding and financial issues; conducts a variety of financial planning, analysis, and negotiations associated with funding/revenue generation, capital project financing, debt issuance, and the financial performance of enterprise funds; prepares a variety of reports.
7. Meets with executive leadership to provide input on bargaining strategies; makes recommendations regarding changes in position control, salaries, benefits and other terms and conditions of employment; may participate in contract negotiations.
8. Through subordinate directors and managers, directs and participates in the development and management of the District's annual operating, capital, and grant and fund budgets; develops intermediate and long-range parameters for resources and appropriations; analyzes budget

projections, cash flow and revenue forecasts; advises executive management on status of accounts and recommends actions; directs and monitors expenditures against budgets.

9. 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, the work of staff performing general ledger and grants accounting, payroll, accounts payable/receivable and student accounting functions; oversees and participates in the analyses of impacts of grant-funded programs on the District's general fund budget and internal control/compliance requirements.
10. Directs the year-end closing of books and preparation of financial statements; leads and participates in the preparation of 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.
11. Plans, manages and directs the preparation, evaluation and submission of all grant and external funding financial reporting requirements; ensures compliance with federal, state and funder regulations, requirements and timelines; reviews and performs complex financial analyses on cash flow, revenue and changes in state funding.
12. With subordinate directors and managers, plans, manages and directs payroll processing and reporting; reviews and resolves complex and non-routine matters that impact the payroll processing; advises staff on technical, specialized, and significant issues and projects that have critical tax, legal, or liability consequences and projects related to Districtwide payroll processing and reporting.
13. With subordinate managers and staff, ensures accuracy of retirement accounting and reporting processes and systems regarding employee membership, creditable compensation calculations, and contributions; reviews changes in pension systems' policies and provides expert counsel on the potential effect of changes in compensation matters and pension liability.
14. Administers 403b Tax Sheltered Annuities and 457 Deferred Compensation, and other related deferred compensation programs to ensure compliance with eligibility, contribution limits, tax treatment, distribution rules, and fiduciary responsibilities.
15. Directs and oversees the annual audit process; meets with auditors and ensures that 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.
16. Oversees preparation of and ensures compliance with IRS tax regulations, and in-state and out-of-state filings; reviews regulatory state and federal quarterly reporting, annual W-2 preparation and reporting, and out-of-state payroll reports; prepares a variety of regular and ad-hoc reports for senior management, analyzing financial, payroll and pension, funding and bond-related data to identify risk, trends and areas for improvement.
17. Collaborates with Information Technology Services and Support (ITSS) and campus technology teams to ensure enterprise systems related to finance and payroll are accurate and integrate correctly with the human resources information systems (HRIS) and other internal and external reporting systems; ensures that information is accessible and available.
18. Chairs and participates in participatory governance committees, processes and initiatives; represents the District and presents at community meetings and events relevant to assigned areas.

19. Analyzes proposed state and federal laws, regulations and court decisions for their impact on District practices and operations; recommends and implements policy and procedure changes consistent with requirements.
20. Cultivates positive working relationships within the District and across the colleges to build confidence and satisfaction with Fiscal Services.
21. Makes presentations to the Board of Trustees and other Board-level groups.
22. Represents the department on a variety of college and District committees; liaises with the California Community College Chancellor's Office; represents the District at regional and state meetings relevant to assigned areas.
23. Acts for the Vice Chancellor, Administration in that individual's absence.
24. Fosters an environment that promotes inclusiveness, diversity, trust and respect.
25. Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Generally accepted accounting principles, Government Accounting Board standards and other standards and requirements applicable to community colleges.
2. Principles and practices of business and financial management of public educational institutions.
3. Statewide initiatives and policies impacting community college funding and financial operations.
4. Administrative principles and methods including goal setting and long-range planning, program development/implementation, delegation and employee supervision.
5. Principles, practices and procedures of internal control, risk management and audit.
6. Principles and practices of public agency budget development and management and grant tracking and monitoring.
7. Banking operations and accounting procedures related to the management of cash, investments and bond maintenance.
8. Principles and practices of student financial aid programs.
9. Principles, practices, and terminology related to payroll administration.
10. State retirement reporting systems, including CalPERS and CalSTRS regulations, procedures, and reporting requirements.
11. Federal, state and other applicable laws and regulations and District policies and procedures governing fiscal services including applicable sections of the California Education Code, Title 5, Family Educational Rights and Privacy Act (FERPA) and applicable sections of Internal Revenue Regulations and labor laws.
12. Theories and techniques of negotiation, mediation and conflict resolution.
13. Principles and practices of effective management.
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.

2. Understand, interpret and apply policies and procedures, regulations, government and state code, and other applicable laws.
3. Analyze complex financial and statistical data and prepare accounting statements, reports, summary conclusions and recommendations in accordance with generally accepted accounting principles and legal requirements.
4. Evaluate financial management practices and make sound recommendations for improvement.
5. Develop and implement appropriate policies, procedures and controls.
6. Provide administrative oversight and financial management including effective utilization of staff and resources, performing operational and mandated reporting, and ensuring District financial compliance.
7. Understand, interpret and apply policies and procedures, regulations, government and state code, and other applicable laws.
8. Understand the needs of assigned areas and participate with the management team to coordinate projects and set goals and priorities.
9. Organize and chair meetings, lead workshops, facilitate group discussions, and involve staff in idea generation, goal setting, and decision making.
10. Represent the District in a variety of forums and interactions with other educational institutions, bargaining unit leadership, community groups and the public.
11. Schedule, coordinate, direct and evaluate the work of assigned staff.
12. Build and foster knowledgeable, cohesive and effective work teams.
13. Establish and maintain cooperative and effective working relationships with others.
14. Operate a computer and use standard business software, enterprise systems and HRIS systems.

#### **Education and Experience:**

1. Bachelor's degree from an accredited institution in business administration, public administration, accounting, or a closely related field.
2. Seven years of progressively responsible experience in providing fiscal services including two at a manager or director 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. Financial management experience in a multi-college community college district.
2. Experience in bond financing and administration.
3. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

#### **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 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: 12/9/2026

Salary Range: M-34

EEO Category: 2B1- Executive/Administrative/Managerial