**Board Approved February 8, 2017**
**FLSA: EXEMPT**

# DIRECTOR, FISCAL RESOURCES

## DEFINITION

Under senior administrative direction, plans, organizes, oversees and directs the day-to-day operations of all programs, functions and activities related to the District's Fiscal Services programs. Develops and implements effective, customer focused processes and procedures that support the goals and objectives of Fiscal Services and the operational needs of individual divisions, departments, and programs. Partners with executive management, as well as deans, directors, and other managers, staff and faculty to ensure timely processing of fiscal requests, including budget transfers, purchasing requests, and fiscal approval of human resources related transactions. Prepares, analyzes and reviews complex fiscal reports; oversees categorical programs and grants; monitors expenditures for the District; manages accounting for Student Financial Aid and Scholarships, Auxiliary Services and Accounting programs. Provides support to the Associate Vice President (AVP) and Chief Compliance and Campus Budget Officer (CCCBO) in the preparation of various District's annual budgets, including Auxiliary Services and Student Financial Aid and Scholarships.

## SUPERVISION RECEIVED AND EXERCISED

Position receives administrative direction from the Associate Vice President of Fiscal Services. Exercises direct and general supervision over professional, technical and administrative support staff.

## CLASS CHARACTERISTICS

This is a Program Director classification directs, manages major activities of the Fiscal Resources Unit, including accounting, budgeting, and auxiliary services. This class works in conjunction with and provides assistance to the Associate Vice President of Fiscal Services in a variety of capacities, including but not limited to program coordination, direct oversight of day-to-day activities, and responsibility for coordination with multiple divisions and departments across campus to provide analytical, administrative support of budget/fiscal activities. This class is distinguished from the Associate Vice President, Fiscal Services in that the Associate Vice President is a senior-level department head classification with responsibility for developing broad goals and objectives, of the District's Fiscal Services programs, whereas the Director of Fiscal Resources is responsible for overseeing operations and service delivery and acting for the Associate Vice President in his or her absence.

## EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Ensures the overall quality and effectiveness of the department's ongoing service delivery methods by: developing, reviewing and implementing policies and procedures to meet legal requirements and District, division and department needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of ongoing positive service delivery change.

2. Coordinates and partners with various offices and departments across campus to provide timely and effective support of District operations and ensure the timely provision of District programs and services.
3. Coordinates and partners with Human Resources to ensure timely and accurate position control/management practices, develop effective methods and processes for supporting District operations, and to resolve fiscal/payroll discrepancies.
4. Coordinates and partners with Information Technology Department in a collaborative effort to enhance the functional requirements of the Application Software Systems Finance application.
5. Oversees the development of District specific training and online resources to ensure consistency within Fiscal Resources and to provide information to District customers.
6. Coordinates the preparation of the annual District budget with the AVP and CCCBO; manages, maintains and directs the analysis of operating budgets submitted by other District divisions and departments
7. Directs the monitoring of and approves expenditures;
8. Directs the analysis of budgeted versus actual expenditures;
9. Oversees budget calculations, including employee salaries, pensions, and other fringe and legally-mandated benefits; directs and implements budget adjustments as necessary.
10. Oversees the preparation of the Annual Financial and Budget Report, quarterly financial reports, and a variety of mandated financial reports.
11. Assumes full management responsibility as assigned for most programs, services and activities of the Fiscal Resources Unit.
12. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the assigned functions and programs. Establishes, within District policies, appropriate service and staffing levels within budgetary guidelines and restrictions.
13. Ensures all budget and accounting transactions are handled according to regulations, District policies, and Fiscal Independence standards.
14. Selects, trains, motivates and supervises staff: evaluates work for acceptability and conformance with department standards, including program and project priorities, for performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
15. Directs accurate and timely reporting of grants and categorical programs to ensure compliance with Federal State and Local regulations; oversees the time and effort reporting of Federal Programs; manages the year end closing of all grants and categorical programs.
16. Coordinates with the CCCBO in preparing various District, financial audits, and related reports.
17. Monitors capital projects for bond measures: approves purchase requisitions to ensure expenditures are in accordance with bond project budgets and rules.
18. Oversees the fixed asset system: including the proper recording and reconciliation of fixed assets and depreciation; provides oversight on the capitalization of new building projects and ongoing site improvements; ensures fixed assets are purchased and inventoried per Federal and State regulations and standards.
19. Directs the reconciliations of the Student Financial Aid Programs: ensuring the highest level of service delivery and that all aid programs are in compliance with Federal, State and Local regulations; manages the drawdown of financial aid funds and timely payment to students.

20. Manages, implements and coordinates Fiscal Resources utilization of the automated Enterprise Application System (Ellucian Banner): coordinates with Information Technology to ensure the proper functioning of the Application software; provides technical expertise to Fiscal Resources Staff on system updating, operation and reconciliation, report creation and distribution, and documentation of training and procedures.
21. Reviews and approves General Ledger entries for salaries, employer/employee contributions; directs the reconciliation of all employee contribution accounts; manages the timely posting of payroll transactions and directs the preparation of the appropriate journal entries.
22. Coordinates assigned programs and services with other District departments and divisions to establish budget development and other policies and procedures reflective of District Goals.
23. Provides guidance, training, expertise and prepares presentations related to pertinent Financial/ Fiscal Services programs and services as they integrate and collaborate with all inter and intra departmental programs and agencies.
24. Attends and participates in professional group meetings, various District Committee and Advisory Groups.
25. Maintains and directs the maintenance of working and official department files and documentation in conjunction with Generally Accepted Accounting Principles (GAAP) and with city, county, state and Federal guidelines.
26. Monitors changes in City, County, State and Federal Laws that may affect District and Fiscal Resources operations; in cooperation with the Information Technology Team review and implement emerging technologies related to Fiscal Resources, applying policy and procedural changes as required.
27. Prepares, reviews, and presents staff reports, prepares various management and information updates to designated audiences, and develops special reports as assigned by the Associate Vice President of Fiscal Services.
28. Responds to difficult and/or sensitive public or private inquiries and complaints. Investigates said inquiries and assists with the resolution and/ or recommendations.
29. Acts as Associate Vice President of Fiscal Services in his or her absence.
30. Seeks and acquires appropriate training in current and emerging technologies to achieve the appropriate level of technological expertise to perform duties in an efficient, organized and timely manner. Ensures Fiscal Resources stays abreast of current new fiscal trends and innovations in the field of financial programs and services as they relate to higher education and the community college environment.
31. Develops, reviews and implements Fiscal Resources policies and procedures to meet and exceed legal and District requirements.
32. Monitor and evaluate the efficiency and effectiveness of service delivery and customer service.
33. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
34. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
35. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
36. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.

37. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
38. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
39. Directs and monitors the distribution of work, support systems and internal reporting relationships and identifies opportunities for improvement and implements the improvements and changes.
40. Perform other related duties and Special Projects as assigned.

## QUALIFICATIONS

### Knowledge of:

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Techniques for providing a high level of excellent customer service delivery by effectively dealing with the public, vendors, students, faculty, and staff, including individuals of various ages, disabilities and socio-economic groups.
3. Administrative principles and practices, including goal setting, program development, implementation and evaluation.
4. Budget development, administrative practices, organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.
5. Principles and practices of employee supervision, including work planning and assignment, review and evaluation and staff training in all pertinent work procedures.
6. Public agency budget and accounting, contract administration, purchasing requirements, and general principles of risk management as it relates to the functions of the assigned area.
7. Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of a higher education administration.
8. Principles, practices and techniques of program and policy development and implementation.
9. Applicable federal, state and local laws, regulatory codes, ordinances and procedures relevant to financial aid programs, projects and operations.
10. Methods and techniques for development of presentations, business correspondence and information distribution; research and reporting methods, techniques and procedures.
11. Financial and statistical recordkeeping principles and procedures.
12. Modern office practices, methods and computer equipment and applications related to the work.
13. English usage, grammar, spelling, vocabulary and punctuation.
14. Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
15. Generally accepted accounting and auditing principles, practices, and procedures.

### Skills and Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA academic and work environment.
2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.
3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
4. Develop and implement creative, customer oriented processes and procedures to address the operational needs of the District and its programs and services.
5. Provide administrative and professional leadership and direction for the department and the District.
6. Interpret, explain, apply and ensure compliance with federal, state and local policies, procedures, laws and regulations.
7. Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner; develop budget projections.
8. Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate responsibility.
9. Select, train, motivate and evaluate the work of staff and train staff in work procedures.
10. Research, analyze and evaluate new service delivery methods, procedures and techniques.
11. Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of administrative service programs and administrative activities.
12. Effectively represent the District and the Department in meeting with governmental agencies, contractors, vendors, and various business, professional, regulatory and legislative organizations.
13. Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
14. Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
15. Direct the establishment and maintenance of a variety of filing, recordkeeping and tracking systems.
16. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; set priorities and meet critical time deadlines.
17. Operate modern office equipment, including computer equipment and the effective implementation and utilization of specialized and proprietary software applications programs such as Ellucian/Banner.
18. Use English effectively to communicate in person, over the telephone and in written communications.
19. Understand the scope of authority in making independent decisions.
20. Review situations accurately and determine appropriate course of action using judgment according established policies and procedures.
21. Establish, maintain and foster positive and effective working relationships with those contacted in the course and scope of work.

## EDUCATION AND EXPERIENCE

1. Equivalent to graduation from a regionally accredited four (4) year college or university with major coursework in accounting, finance, business administration or a related field, and
2. Five (5) years of management and/or administrative experience in finance, accounting and/or other financial and accounting programs.

### Desirable Qualifications:

1. Experience in a fiscal services office in an institution of higher education and with complex integrated finance enterprise application systems (Ellucian/Banner) are desirable.
2. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
3. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

## LICENSES AND CERTIFICATION

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

## PHYSICAL DEMANDS

Employee must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person before groups and over the telephone. This is primarily a sedentary office classification, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification may occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 20 pounds.

## ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditioners, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing department policies and procedures.