

## **DIRECTOR, BUDGET AND FINANCIAL PROGRAMS**

### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities related to the District's annual budget and other financial programs; prepares, analyzes, and reviews complex fiscal reports; coordinates annual audits; oversees categorical programs and grants; monitors budget and expenditures for capital and bond projects; oversees the Accounting and Budget for Student Financial Aid and Scholarships; oversees the Auxiliary Services accounting and audit; provides highly responsible and complex professional assistance to the Associate Vice President, Fiscal Services in areas of expertise.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Associate Vice President, Fiscal Services. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a director-level classification that oversees, directs, and participates in most activities of the Fiscal Services Department, including Accounting, Payroll, Budgeting, Audits, and Auxiliary Services functions. This class provides assistance to the Associate Vice President, Fiscal Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy related to District budgets and finances, and the ability to develop, oversee, and implement projects and programs in a variety of areas. This class is distinguished from the Associate Vice President, Fiscal Services in that the latter is a senior-level department-head classification with responsibility for directing and overseeing all functions of the Fiscal Services Department as well as developing, implementing, and interpreting public policy.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Assumes full management responsibility for most programs, services, and activities of the Fiscal Services Department, including Accounting, Payroll, Budgeting, Audits, and Auxiliary Services functions.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the assigned functions and programs; establishes, within District policy, appropriate budget, service, and staffing levels.
- Ensures all budget and accounting transactions are handled according to regulations, District policies, and fiscal independence standards.
- Manages and coordinates the preparation and maintenance of the annual District budget; directs the analysis of operating budgets submitted by other District divisions and departments; directs the monitoring of and approves expenditures; directs the analysis of budgeted versus actual expenditures; oversees budget calculations, including employee salaries, pensions, and other fringe and legally-mandated benefits; directs and implements budget adjustments as necessary.
- Oversees the preparation of the Annual Financial and Budget Report, quarterly financial reports, and a variety of mandated financial reports.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District 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 change.

- 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.
- Coordinates and reviews a variety of financial audits and related reports; communicates audit status, findings, conclusions, and makes audit recommendations to upper level management.
- Monitors capital projects for bond measures; approves purchase requisitions to ensure expenditures are in accordance with bond projects; reviews bond performance and financial audits.
- Oversees fixed asset system implementation; manages the proper recording and reconciliation of fixed assets and depreciation; oversees capitalization of construction projects into new building and site improvements; ensures fixed assets are purchased and inventoried as mandated by Federal regulations.
- Oversees the reconciliation and customer service of Student Financial Aid Programs; ensures student aid programs are in compliance with Federal, State, and local regulations; manages the drawdown of financial aid funds; oversees the timely payment to students.
- Manages, develops, implements, and coordinates the department's utilization of the automated enterprise application system; oversees the proper functioning of the system; provides technical guidance to staff on the system; oversees and reviews the completion of new reports and procedures.
- Reviews and approves general ledger journal entries for salaries and employer/employee contributions; directs the reconciliation of all employer/employee contribution accounts; oversees the timely posting of payroll transactions; manages and prepares journal entries.
- Coordinates assigned programs and services with other District departments and divisions to establish budget development and other processes and procedures reflective of District goals.
- Advises, provides guidance, and prepares and delivers presentations on issues pertaining to financial programs and services.
- Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of financial programs and services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements emerging technologies related to areas of responsibility; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Associate Vice President, Fiscal Services.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Acts as Associate Vice President, Fiscal Services in his or her absence.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Generally accepted accounting and auditing principles, practices, and procedures.
- Public agency budgetary, contract administration, District-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of community college district administration.
- Principles, practices and techniques of program and policy development and implementation
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to financial aid programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Financial and statistical recordkeeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### **Skills & Abilities to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner; develop budget projections.
- Interpret, explain, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of administrative services programs and administrative activities.
- Effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment and maintenance of a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in accounting, finance, business administration, or a related field, and five (5) years of management and/or administrative experience in finance, accounting, budget development, and/or other financial and accounting programs. Experience in a fiscal services office in an institution of higher education and with complex integrated finance enterprise application systems are highly desirable.

**Licenses and Certifications:**

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

**PHYSICAL DEMANDS**

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 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 conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.