

MT. SAN ANTONIO COLLEGE**Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS******This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Chief Fiscal Services OfficerDepartment: Fiscal ServicesTime (FTE): 1.0 Term (months/year): 12Work Schedule (Days, Hours): Monday - Friday, 8 hrs/daySalary Schedule (Range): M-23Background and Rationale (use back of form if additional space is needed):

_____Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).
_____Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000.610000.215000.672000 -2100 100 % Amount \$ 266,594

Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:1. Requesting Manager Signature [Signature] 03.11.2022
Date2. Division Vice President Signature [Signature] 03.11.2022
Date3. Chief Compliance/Budget Officer Signature [Signature] 03/24/22
Date

4. Human Resources Signature _____ Date

5. Vice President, Human Resources [Signature] 3/24/22
Date☒ Funding available ☐ Funding not available Position Number: MC9996 Contract Number: 211103Comments: Approved at president's Cabinet March 9, 2022**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO [Signature] March 29, 2022
Date

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Doug Jensen
Last day of employment: _____
Reason for vacancy: Resignation
(Attach **Existing** Job Description)

☐ Newly Funded Position Fiscal Year _____

☒ No Existing Job Description Going to April Board
(Attach Draft of **New** Job Description)

☐ Classified ☐ Confidential

☒ Supervisory ☒ Administrative

****For Temporary Special Project Administrators only**
☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.Funding From: Unrestricted General Fund

**MT SAN ANTONIO COLLEGE
FY 2022-23 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TTL MTHS	NAME	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
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FY 2022-23 SALARY PROJECTION (7/1/2022-6/30/2023 - 12 months)

MC9996	M	23	3	12	Vacant-Chief Fiscal Officer	11000	610000	215000	672000		100.00%	266,594	<i>From existing AVP, Admin Services Vacancy</i>
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CHIEF FISCAL SERVICES OFFICER

DEFINITION

Under general direction, plans, organizes, coordinates, and provides administrative direction and oversight for all functions and activities of the Fiscal Services Department, including Fiscal Resources (Budgeting and Grants/Categorical Programs), Accounting, Payroll, Cashier Office, and Auxiliary Services Operations; coordinates assigned activities with other College divisions, departments, outside agencies, and the public; works closely with the Chief Compliance and College Budget Officer (CCCBO) in the development of policies and procedures related to fiscal operations, and works in coordination to monitor all financial transactions and activities; provides highly responsible and complex professional assistance in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned manager. Exercises direct and general supervision over management, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a senior director classification that directs and participates in all activities of the Fiscal Services Department, including planning and development and administration of departmental policies, procedures, and services. This class works in conjunction with the CCCBO and assists in developing financial controls and compliance issues. Successful performance of the work requires knowledge of public policy and College functions and activities and the ability to develop and implement projects and programs in various areas. Responsibilities include coordinating the department's activities with those of other divisions and departments and outside agencies and managing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Assumes full management responsibility for all Fiscal Services Department functions, services, and activities, including operations and activities of the Auxiliary Services.
2. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within College policy, appropriate budget, service, and staffing levels.
3. Provides collaborative leadership when implementing new technology initiatives in Fiscal Services.
4. Manages and participates in the development and administration of the department's annual budgets and related grants; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
5. 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; and provides coaching for performance improvement and development.
6. Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies, procedures, and internal controls to meet legal requirements and College 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.
7. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Administrative Services.
 8. Participates in the development, preparation, review, and analysis of the College's budgets and related documents to ensure proper allocation, fund disbursement, and compliance with legal requirements; evaluates and projects actual income and expenditures to determine budget requirements; controls and authorizes capital spending, contracts, and various other expenditures; monitors spending to ensure compliance with established limitations.
 9. Monitors, evaluates, and enhances current fiscal solvency, effectiveness, and efficiency of the College; develops implements, analyzes, and provides technical assistance to administrators concerning fiscal plans, goals, objectives, and strategies; provides technical direction to administrators in ensuring smooth and efficient fiscal and budgetary functions and activities.
 10. Establishes the College's central budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial controls.
 11. Acts as the College's Disbursing Officer and has independent access to the Governing Board, President/CEO, and legal counsel with authority to follow the advice of legal counsel in determining legal expenditures of the District (E.C. 85266); follows fiscal independence standards; determines the availability of funds to cover expenses and ensures adequate documentation exists to substantiate appropriateness and authenticity of financial transactions; oversees and directs the audit function for accounts payable, accounts receivable, and payroll.
 12. Coordinates and directs financial record keeping, reporting, and related auditing functions to ensure accurate and timely accounting and reporting of College accounts and budgets.
 13. Directs the preparation of cash flow projections to ensure adequate funds are available to meet obligations.
 14. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
 15. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College 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.
 16. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of management and supervision.
3. Public agency budget development and general principles of risk management related to the functions of the assigned area.
4. Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of public agency administration.

5. Principles and practices of accounting, public finance administration and budgeting, auditing, and reconciliation.
6. Thorough understanding of technology systems, practices, applications, and their use through best practices to improve the delivery of financial information, transactional processing, and to continue simplicity and ease of use of new and/or revised systems.
7. Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
8. Modern office practices, methods, and computer equipment and applications related to the work.
9. Collective bargaining in higher education and creating an environment of trust and respect among managers and staff.
10. Human relations concepts, skills, and change management concepts to improve employee performance through communication, team building, and conflict resolution.

Skills and Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion and anti-racism in recruitment and retention of staff.
2. Articulate and communicate the college's vision and commitment to creating equity, diversity, inclusion, and anti-racism academic and work environment.
3. Create and execute resources and programming towards the goal of being diverse, equitable, inclusive, and anti-racist academic and work environment
4. Work collaboratively to implement significant technology projects that impact fiscal services.
5. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
6. Must be able to keep a professional balance of mandated requirements and employee needs in a complex and demanding environment that is deadline and compliance-oriented along with complying with various collective bargaining contracts.
7. Interpret, apply, explain, and ensure compliance with applicable federal, State, and local policies, procedures, laws, and regulations.
8. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
9. Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of Fiscal Services programs and administrative activities.
10. Conduct effective negotiations and effectively represent the College and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
11. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
13. Communicate effectively through various modalities.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in accounting, finance, or a related field and three (3) full time years of increasingly responsible management and/or administrative experience in finance and accounting in a Fiscal Services Department.

Desirable Qualifications:

1. Master's degree in finance, accounting, organizational development, or related field.
2. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority-serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution; OR
3. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.

Licenses and Certifications:

1. Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
2. Certified Public Accountant (CPA) license preferred.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

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