

March 17, 2026

MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS

(Instructions for completing this form begin on page 2)

JD Approved at BOT 3/11/26
Position not on Prioritization List

Classified Confidential Administrative

Temp Special Projects Administrator (see [AP 7135](#)) Out-of-Class Assignment

A Position: Executive Director, Fiscal Services FTE (%): 1.0
 Division: Administrative Services Department: Fiscal Services
 Term (month/year): 12 Salary Schedule (Range): M-21
 Work Schedule (Days, Hours): Mon-Fri, 8 hrs/day with additional hrs as needed

B **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**
 Incumbent name: Delana Miller Last date of employment: March 10, 2026
 Reason for vacancy: Resignation
Newly or Previously Budgeted Position - Never Filled
 Fiscal Year Budget Approved: _____ Budget Source (e.g., NRA, Grant Name): _____
Out-of-Class Assignment Reason Incumbent on Leave Vacancy Back-Fill

C **Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):**
 The Executive Director, Fiscal Services provides operational leadership and technical oversight for the College's fiscal infrastructure, including accounting, payroll, financial reporting, audit coordination, and cash management. With the recent resignation of the Chief Fiscal Services Officer, the department currently lacks a permanent leader responsible for coordinating these functions and ensuring continuity of operations. This position plays a critical role in maintaining the integrity, transparency, and regulatory compliance of the College's financial operations and ensuring the timely completion of required fiscal reporting, payroll obligations, and annual audit processes. Timely recruitment will ensure continuity of Fiscal Services operations and help maintain appropriate oversight of the College's financial reporting, payroll administration, audit coordination, and internal control practices.
Area Vice President Initials: JD

D **Budget information to fund this position:**
 Account Number: 11000-610000-215000-672000-2100 Amount: 100 % \$ 307,895
 Account Number: _____ Amount: _____ % \$ _____
 Fund (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 (grant/temporary funded): Beginning date: _____ End date: _____
 Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.): _____
Fiscal Use Only: Funding available Funding not available | Position # _____ Contract # _____

E **Signatures - print/sign/date (to be completed in numerical order):**

1. Requesting Manager:	<u>Rosa Royce</u>	<u>Rosa Royce</u>	<u>3/12/26</u>
2. Division Vice President:	<u>Joe Dominguez</u>	<u>J. Dominguez</u>	<u>3/12/26</u>
3. Applicable Human Resources Manager:	_____	<u>Stacy Manfredi</u>	<u>3/13/26</u>
4. Chief Compliance/Budget Officer:	_____	_____	_____
5. Vice President, Human Resources:	Recommend to fill <input type="checkbox"/> Yes <input type="checkbox"/> No (see attached rationale)	_____	_____

Reviewed by the President's Cabinet, the following action was taken on the above request:
 Approved to fill immediately Approved to fill (enter date) _____ Denied

6. President/CEO: _____

**EZ Salary Projection FY 2025-26
(50% or more FTE)
Vacancy Status**

FTE equal or higher than 50%	
Description	Input
Select employee group	CM
Enter salary range	21
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$307,895

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 11.17.25 (included 3.00% in CSEA 262, CSEA 651)

EXECUTIVE DIRECTOR, FISCAL SERVICES

DEFINITION

Under general direction, plans, organizes, coordinates, and provides administrative direction and direct professional expertise for all functions and activities of Fiscal Services, including fiscal resources (budget development and Grants/Categorical Programs), Accounting, and financial reporting, payroll, accounts payable and accounts receivable, cashiering/student accounts, cash management and investments, internal controls, College-wide audits, and bond and other debt fiscal management. Coordinates assigned activities with other College divisions and departments, outside agencies, and the public; works closely with budget and compliance leadership to develop and implement fiscal policies, procedures, and internal controls; and provides highly responsible and complex professional assistance, guidance, and coaching in areas of expertise to ensure fiscal integrity, regulatory compliance, and operational effectiveness.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned managerial personnel. Exercises general direction and supervision over management, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This position is within the classified administrator classification and is responsible for leading and actively directing the work of Fiscal Services. In addition to providing administrative leadership, the incumbent serves as the College's technical authority for governmental accounting, payroll, and tax compliance, audit readiness, cash management, and financial reporting; independently performs and reviews the most complex work; advises and coaches staff and administrators on accounting treatment, controls, and best practices; resolves issues that require advanced professional judgment. Acts as the College's Disbursing Officer pursuant to Education Code §85266. Successful performance requires broad knowledge of public-sector finance and College operations; the ability to develop, implement, and sustain effective fiscal controls and service standards; and the ability to manage complex, varied functions while supporting College-wide planning, shared governance, and customer service expectations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assumes management responsibility for all Fiscal Services Department operations, including budgeting and grants/categorical fiscal support; accounting; payroll; accounts payable; accounts receivable; cashiering/student accounts; cash management; audits; and bond and debt accounting and reporting; and Auxiliary Services enterprise, as assigned.
2. Provides day-to-day operational technical leadership for governmental and fund accounting, ensuring accurate accounting treatment for complex transactions, reconciliations, accruals, reserves, and year-end close activities; supports the College in all annual audit procedures; reviews and approves financial entries, schedules, and

reports prepared by staff; and mentors staff to build technical capacity and consistency.

3. Develops, directs, and coordinates the implementation of departmental goals, objectives, policies, procedures, work standards, and internal controls; establishes, within College policy, appropriate budget, service, and staffing levels; and continuously evaluates service delivery to identify improvements, mitigate risk, and strengthen accountability.
4. Coordinates the development, preparation, review, monitoring, analysis, and administration of the College's annual budgets, department budgets, and related grants; evaluates and projects revenues, including the Student-Centered Funding Formula (SCFF), and expenditures to determine budget requirements, capital spending, contracts, and other expenditures; forecasts funds needed for staffing, equipment, and supplies; monitors and approves expenditures to ensure compliance with established budgetary limitations; and implements adjustments as necessary to support fiscal sustainability and strategic priorities.
5. Leads the preparation of cash flow projections and analyses for multiple funds; monitors liquidity; oversees banking relationships, accounts, transfers, and reconciliations; and recommends financing strategies as needed.
6. Develops and prepares financial statements and fiscal reports required by local, state, and federal agencies; ensures timely submission of mandated reports; prepares or reviews Board agenda items, fiscal analyses, projections, and decision-support materials for executive leadership and the Governing Board.
7. Coordinates and manages the College's financial operations, including authorization of financial transactions, and compliance with regulations and College policies. Provides fiscal planning and revenue/expenditure forecasting while maintaining strong accounting controls to safeguard assets and support executive decision-making.
8. 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.
9. Oversees student financial transactions and cash controls, including cashiering operations, third-party billing, refunds, and reconciliations; ensures proper training on cash handling and change funds; and collaborates with Financial Aid and other departments on disbursement and reconciliation processes to maintain compliance.
10. Coordinates all financial aspects of the Bond Issuances and Capital Outlay Programs; works with underwriters to prepare preliminary Official Statements and presentations to rating agencies; and supports compliance oversight for construction programs funded by voter-approved and other bonds to ensure adherence to bond parameters and generally accepted accounting principles (GAAP).
11. Maintains proper accounting controls over revenues and expenditures; reviews and authorizes transactions within delegated authority; ensures appropriate documentation and audit trail; and strengthens fraud prevention and detection through segregation of duties, system controls, monitoring, and staff training.
12. Directs the preparation, analysis, and submission of the College's Quarterly and Annual Financial Status Reports (CCFS-311) to the California Community Colleges Chancellor's Office; ensures all fiscal activities strictly adhere to the California Community Colleges Budget and Accounting Manual (BAM) and the 50 Percent Law (Education Code Section 84362) to maintain the College's fiscal standing and regulatory compliance.

13. Provides collaborative leadership for fiscal technology and ERP initiatives; partners with Information Technology and stakeholders to improve and modernize financial systems, reporting tools, workflow automation, and data quality; develops procedures, documentation, and training to ensure effective adoption.
14. Maintains, updates, and recommends changes to Board Policies and Administrative Procedures related to areas of responsibility and facilitates their approval at all stages of the process, including Board approval; monitors changes in laws, regulations, and technology, and implements policy and procedural changes as required.
15. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
16. Selects, trains, motivates, and directs the assigned 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 procedures; responds to staff questions and concerns.
17. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
18. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
19. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
20. 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.
21. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
22. Performs other related duties as assigned consistent with the scope of the position.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. California Community Colleges' finance, apportionment, and Student-Centered Funding Formula (SCFF) structure.
5. Principles and practices of governmental and fund accounting, public finance administration and budgeting, auditing, and reconciliation in a community college or comparable public-sector environment.
6. GAAP and Governmental Accounting Standards Board (GASB) requirements and their application to financial reporting, year-end close, and complex transactions, including debt and capital projects.
7. Internal control frameworks, risk management concepts, fraud prevention methods, and audit readiness practices.

8. Cash management, banking, investments, cash flow forecasting, and revenue/expenditure controls across multiple fund types.
9. Enterprise resource planning (ERP) systems, financial applications, reporting tools, and best practices for technology-enabled process improvement.
10. Los Angeles County Office of Education and California Community Colleges Chancellor's Office requirements, regulations, and procedures.
11. Business correspondence, presentation methods, contract and vendor management concepts, and research and reporting techniques.
12. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
13. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
14. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
3. Develop, implement, and sustain goals, objectives, policies, procedures, internal controls, and work standards that improve accuracy, compliance, timeliness, and service quality.
4. Analyze accounting and financial systems and practices; identify issues and root causes; design practical solutions; and lead implementation and change adoption.
5. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
6. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
7. Establish and maintain a variety of filing, record-keeping, and tracking systems.
8. 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.
9. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
10. Communicate effectively through various modalities.
11. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to a bachelor's degree from a regionally or nationally accredited college or university with major coursework in accounting, finance, business administration, or a related field; and
2. Three (3) full-time equivalent years of progressively responsible management and operational experience in accounting or finance within a public-sector environment (such as higher education, government, or nonprofit), including applied oversight of accounting, auditing, budgeting, payroll, and/or related fiscal services operations.

Desirable Qualifications:

1. Master's degree in accounting, finance, business administration, or related field.
2. Certified Public Accountant (CPA), Certified Management Accountant (CMA), or comparable professional certification.
3. Demonstrated experience with community college finance, including multi-fund accounting, budget development and monitoring, student financial services/cashiering, payroll compliance, grant compliance, and bond/debt accounting and reporting.
4. 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
5. 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 Certifications:

None.

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 weighing 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, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 8/2023; 3/2026

