

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, FISCAL SERVICES

BASIC FUNCTION

Under the direction of the Vice President, Administrative Services, plan, organize, coordinate, direct control, and provide leadership for the accounting and budget functions of the District; train, supervise and evaluate the performance of assigned staff. The Director is responsible for coordinating the accounting function and ensuring that accounting policies and procedures are maintained at all District sites.

REPRESENTATIVE DUTIES

1. Plan, organize and direct staff and control the central budget and accounting services functions of the District. Develop, organize and supervise the District's budget, accounting, accounts receivable, student club, benefits, payroll and other related accounts. *E*
2. Communicates, guides and directs internally and externally for the purpose of providing information dissemination on fiscal-related policies, procedures, rules and regulations, information gathering, issue identification and resolution, training and development. *E*
3. Develop and coordinate accounting procedures required to determine and monitor the District's fiscal conditions and cash positions. *E*
4. Provide fiscal support for District initiatives and programs. Assist in implementing budgets and appropriate internal controls. Maintains liaison with state, federal, and county departments of education and professional organizations on legislation and accounting, budget and payroll guidelines and works with them to clarify or resolve difficult or unusual operation problems. *E*
5. Develop and produce timely and accurate fiscal reports as required by District, federal, state and local agencies. Direct the analysis and preparation of reports and financial statements covering complex financial data and transactions. *E*
6. Coordinate and develop systems for maintaining legal compliance of accounting functions; plan and coordinate audits according to established timelines; monitor federal and State grants and projects to assure compliance. *E*
7. Plan, develop and prepare reports required for claims and fiscal audits. Develop administrative strategies for accounting, finance and reporting functions using a computer and related software. *E*
8. Compile data and prepare Board agenda items.
9. Serve as an authorized agent of the District. *E*
10. Gather and analyze data in support of special projects and prepare special reports as directed. *E*
11. Coordinate the compilation of District budgets; prepare mandated reports; analyze District expense budget and prepare personnel and restricted fund budgets; oversee information in the District and County computer databases related to District finance. *E*
12. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate. *E*
13. Serves as a liaison with auditors and other fiscal monitors, explaining and clarifying District procedures. *E*
14. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year. *E*
15. Maintain an understanding of current ideas, trends, and practices pertaining to the areas of responsibility through continued study and participation in professional organizations. . *E*
16. Conduct and attend meetings as necessary; participate on committees; represent the District at regional meetings. *E*
17. Assist with functions associated with risk management as assigned.
18. Perform other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles and practices of general management, methods, materials and equipment involved in accounting, payroll, bookkeeping, payables, receivables, financial reports, budget and cashiers; financial and statistical record-keeping techniques; generally accepted accounting and auditing principles, practices and procedures; data processing applications to accounting and auditing functions; budget practices and methods, preparation of financial statements and comprehensive accounting reports.

Ability to:

Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities; practice excellent work ethics and properly handle confidential information; develop and prepare reports and financial statements; coordinate annual fiscal audits, implement audit recommendations and develop and maintain systems for internal audit controls; organize and coordinate data collection and processing, storage and reporting; direct, supervise, train, motivate, and evaluate personnel; prepare and analyze comprehensive accounting reports; utilize accounting and auditing practices and terminology applicable to public sector accounting; meet schedules and time lines; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; communicate effectively both orally and in writing to exchange information; make clear and comprehensive reports and maintain complex records; operate a computer and appropriate software including scheduling, email, database management, word processing, spreadsheets and presentations; coordinate and organize tasks; work cooperatively with staff, business and community representatives; train and supervise personnel; sit for extended periods of time.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited institution in accounting or related field and three (3) years of increasingly responsible accounting experience. Demonstrated higher-level critical thinking, problem solving and analysis.

DESIRABLE QUALIFICATIONS

Certified Public Accountant's License (CPA) and/or Master of Business Administration (MBA); accounting experience in public higher education, including community college.

WORKING CONDITIONS

Environment: Office environment. Sitting for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others. Frequent interruptions. Some weekends and evening required. Driving a vehicle to conduct work as necessary.

EMPLOYMENT STATUS

Classified Administrator

E: Essential functions of the job.

Approved 8/2005

Revised 8/16/2019

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