CLASS TITLE: COLLEGE FISCAL SERVICES SUPERVISOR

BASIC FUNCTION:

Under the direction of the Vice President, Business Services, supervise, organize, and administer fiscal services for a college campus; ensure fiscal activities comply with District policies and procedures and the California Community Colleges’ Budget and Accounting Manual; and serve as a primary technical resource to employees on a college campus.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate, and supervise the fiscal services functions of a college campus, including responsibility for oversight of the cashiering function supervised by the Bursar. E

Oversee the preparation of a variety of financial and statistical reports, and statements, and the maintenance of records related to income, expenditures, budgets, programs, and grants; review, audit, and analyze financial statements, records and reports to ensure accuracy, completeness, and compliance with established guidelines, procedures, and Generally Accepted Accounting Principles. E

Supervise subordinate staff engaged in monitoring college grant program budgets and expenditures to ensure program expenditures are in compliance with District policies and procedures; audit and prepare categorically funded program budgets for input into Banner. E

Organize, coordinate, and oversee the timely and accurate preparation and submittal of a variety of monthly, quarterly, annual, and other periodic and ad-hoc financial reports. E

Serve as a technical resource to campus personnel regarding assigned accounting functions; respond to inquiries and provide technical information concerning transactions, budgets, issues, records, forms, rules, regulations, policies, procedures, and funding source requirements. E

Analyze and review accounting processes and procedures; formulate and implement changes and revisions as needed to ensure effective and efficient operations. E

Audit, assemble, and monitor the college budget and year-end projections and advise executive management of budgetary issues and concerns; audit and process various accounting transactions; identify and resolve discrepancies and correct errors; compile and prepare financial data for input into Banner. E

Select, train, and evaluate assigned personnel; prepare work schedules for assigned employees; assign employee duties and review work to ensure accuracy, completeness, and compliance with established procedures; hire and supervise student workers; conduct annual performance evaluations and administer progressive discipline, if warranted. E

Revised March 2013
Established April 2010
Monitor a campus position control system to track permanent employees, vacant positions, and requests for new positions; identify salary savings based on vacant positions to be utilized for other college needs. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

**KNOWLEDGE OF:**

- Principles and practices of supervision and training
- Principles and practices of administrative research and report preparation
- Generally accepted accounting principles
- Applicable laws, codes, regulations, policies and procedures including the State Community College Budget and Accounting Manual and applicable sections of the State Education Code
- Financial and statistical record-keeping techniques
- Principles and practices of financial statements and comprehensive accounting reports
- Financial analysis and projection techniques
- District organization, operations, policies, and objectives
- Modern software packages, including word processing, database, spreadsheet and desktop publishing

**ABILITY TO:**

- Train, supervise, and evaluate the performance of assigned personnel
- Analyze comprehensive financial statements and accounting reports
- Establish and maintain effective working relationships with others
- Analyze situations and adopt effective courses of action
- Prepare and maintain clear and accurate financial reports, statements and records
- Communicate effectively, both orally and in writing
- Evaluate financial and budgetary data and prepare forecasts and recommendations
- Identify, research, investigate and resolve financial issues, errors and discrepancies
- Work independently with little direction

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

**Education:** A bachelor’s degree in accounting, business administration, public administration, finance, or related field.

**Experience:** Four years of professional accounting experience performing varied financial analysis, auditing, budget development, record-keeping, and report preparation. Public sector accounting experience and experience serving in a supervisory or lead capacity is preferable.
WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Sitting for extended periods
Dexterity of hands and fingers to operate a computer keyboard
Hearing and speaking to exchange information
Seeing to read and audit financial records