VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF FISCAL SERVICES

BASIC FUNCTION:

Under the direction of the Vice Chancellor, Business and Administrative Services, direct the management and administration of the District’s accounting and fiscal functions.

REPRESENTATIVE DUTIES:

Manage the operations of the central accounting and finance functions of the District, including accounts payable, accounts receivable, payroll, student financial aid, general accounting, budgeting, capital projects, and restricted programs, ensuring accounting records are maintained in compliance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB).

Approve the disbursement of the District funds in accordance with applicable laws, rules, and policies.

Direct the financial management and reporting of federal, state, local, and private contracts, and grant and bond funds; maintain proper fiscal controls for all governmental and auxiliary funds.

Direct the collection, recording, processing, consolidation, analysis, and distribution of a wide variety of accounting and payroll data; identify deficiencies which may affect the ability of the District to meet financial and operational performance standards and goals.

Direct the development, preparation, and filing of the official District budget and financial reports, including mandated cost reports; direct the development and preparation of the District’s budget calendar; oversee the Tentative and Adoption budget development activities.

Oversee and perform complex financial analyses, projections, and reporting based on existing laws, enrollment trends, and the prospective economic environment.

Manage cash flow requirements of the District; direct activities associated with annual cash flow borrowing through issuance of Tax and Revenue Anticipation Notes (TRAN) and manage associated banking relationships.

Establish strategic goals and objectives for assigned areas of responsibility in concert with the District’s strategic plan and direct and participate in the development and revisions of policies, procedures, practices and guidelines pertinent to the administration of the District’s accounting, payroll and related functions.

Direct the design, implementation, and maintenance of accounting and payroll systems to meet legal requirements, provide management with required information, and improve efficiency in the recording and reporting of data.

Direct the planning and coordination of the fiscal year end closing activities process.

Established February 2008
DIRECTOR OF FISCAL SERVICES (continued)

Direct the internal and external audit functions. *E*

Advise the Vice Chancellor and District management staff through oral and written reports of objectives, critical problems, achievements, improvement recommendations, and on requirements and restrictions of laws, rules, and policies affecting the District’s accounting, payroll, and related operations. *E*

Review contract and grant proposals for audit and risk exposure, legal compliance, and financial impact, including commitment of District resources, and make recommendations for Governing Board action. *E*

Analyze state legislative and administrative decisions, regulations, and policies to determine their impact on the accounting, payroll, and related operations of the District and makes recommendations on how to implement new requirements. *E*

Represent the District before federal, state, and local agencies on matters related to District accounting, payroll, and related functions. *E*

Serve as a member of various District-wide committees involved with procedural or financial status issues. *E*

May act for the Vice Chancellor, Business and Administrative Services as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

**KNOWLEDGE OF:**

- Principles, practices, and theories of accounting with an emphasis on governmental accounting
- Principles, practices, and theories of auditing
- Principles of budget development and control
- Banking and investment policies, regulations, and practices
- Research, statistical, and forecasting methods used in accounting analysis and management
- Federal, state and local laws, ordinances, codes, and regulations governing the accounting operations and fiscal requirements of the District
- Federal, state, and local laws relative to wages, salaries, fringe benefits, deductions, and the disbursement of funds
- Capabilities of computer applications and hardware in the management of accounting and payroll systems
- Organization, functions, and inter-relationships of operating units and programs of the District
- Principles and practices of organization and management
- State legislative processes and procedures
- Principles and practices of business and public administration
- Principles of supervision and training
DIRECTOR OF FISCAL SERVICES (continued)

ABILITY TO:

Plan, direct, and coordinate the District’s general and special funds accounting, payroll, budget and related activities
Interpret and apply laws, rules, regulations, and policies pertinent to accounting, payroll, and related activities
Develop methods and approaches to best estimate current and future revenues and expenditures
Anticipate conditions, plan ahead, establish priorities, and meet schedules
Act independently and promptly to situations and events
Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations
Communicate effectively, both orally and in writing
Effectively communicate highly technical information concisely and in understandable terms
Motivate, direct, train, and develop others
Establish and maintain effective working relationships with administrative District personnel and representatives of government agencies and various private organizations

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

A master’s degree in Business Administration, or a bachelor’s degree in Business Administration with an emphasis in Accounting or a related area and a current license as a Certified Public Account (CPA)

AND

A minimum of five years of increasingly responsible professional-level financial accounting and budgeting experience, including experience preparing and maintaining financial and accounting records and comprehensive financial reports, performing complex financial analyses, and conducting financial forecasting and projections. Two years of the aforementioned experience must have been in a supervisory capacity. Fund/governmental accounting experience is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Seeing to inspect financial records
Hearing and speaking to communicate with District staff
Sitting for extended periods of time
Bending, kneeling and reaching to retrieve and file records
Dexterity of hands and fingers to operate a computer terminal keyboard and other office equipment