

SENIOR DIRECTOR. BUDGET AND FISCAL SERVICES

JOB SUMMARY

Under the general direction of the area administrator, plan, organize, direct and control the activities, services and operations of the assigned District's business management services, including revenue and expenditure control, cash management, budgeting, accounting, payroll, and accounts payable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Train, schedule, assign, supervise and evaluate the work performance of assigned staff; allocate staff and resources to optimize efficiency and effectiveness; provide in-service training, technical direction and guidance; assist in developing staffing priorities for assigned areas.
2. Monitor revenue and expenditures to ensure compliance with District and regulatory requirements; interpret, apply and ensure compliance with applicable laws, codes and regulations.
3. Assist departments in developing, monitoring, and controlling their budgets, including Federal and State grants.
4. Establish, recommend, approve and prepare budgets and adjustments to comply with District and regulatory requirements.
5. Establish and assure appropriate internal controls; establish sound fiscal accountability.
6. Assist in the coordination of the annual financial audit and in the preparation and submission of required financial information and schedules.
7. Coordinate and participate in the preparation of comprehensive and periodic financial records and reports, statements, and analyses.
8. Participate in the development of accounting procedures and practices; recommend and implement techniques to improve department policies and practices.
9. Communicate with District administration, faculty and staff regarding business policies, procedures and activities.
10. Participate in shared governance through service on planning and/or operational committees as directed or required.
11. Ensure compliance with the District's safety program by maintaining a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation.
12. Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Federal, State, and local laws, regulations and policies governing fiscal requirements for community colleges and/or other educational institutions, including those related to categorical/restricted programs
2. Principles of sound fiscal management for public sector organizations
3. Principles of accounting, budgeting, auditing, and finance
4. Financial analysis and projection techniques
5. Preparation and analysis of comprehensive financial reports, statements and documents
6. Principles of supervision and training
7. Organizational planning methods and practices

Skills in:

N/A

Ability to:

1. Read, interpret, apply and explain rules, regulations, policies and procedures.
2. Plan, organize and prioritize work.
3. Work independently with little direction.
4. Develop and implement related policies and procedures.
5. Select, train, supervise and evaluate staff in varied work environments.
6. Monitor fiscal operations of several assigned activities.
7. Collect, investigate and analyze data and prepare clear and concise reports and manuals.
8. Meet timelines and schedules.
9. Handling multiple assignments simultaneously and set priorities based on customer needs.
10. Prepare and present oral and written reports.
11. Maintain documentation and records.
12. Stay current with developments in accounting, budgeting, auditing, and finance.
13. Communicate effectively verbally and in writing.
14. Establish and maintain cooperative and effective working relationships with others.
15. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A Bachelor's degree from an accredited institution in accounting or a business-related field; AND
2. Six (6) years of increasingly responsible experience in a computerized accounting environment. Related experience must two (2) years in a supervisory or managerial capacity; OR
3. An equivalent combination of education, training, and/or experience.

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential job functions.

Primary function requires sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift carry, push, and/or pull light to moderate amounts of weight up to 20 pounds; to operate office equipment requiring repetitive hand movements and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Hear in the normal audio range with or without correction.

Work is performed primarily in a standard office setting with travel from site to site. The incumbent must be able to work in a fast-paced office environment with background noise and a high stress level. Incumbent may interact with upset individuals in interpreting and enforcing departmental policies and procedures.