



DIRECTOR, COLLEGE FISCAL SERVICES

DEPARTMENT: College Fiscal Services

COLLEGE: De Anza

SALARY GRADE: [A2/A3 - G](#)

POSITION PURPOSE:

Reporting to the Vice President of Finance and College Services, develops and monitors the budget process and policies to provide accurate, timely, and useful financial information and projections to the President and other Administrators. Coordinates the human resource functions of the campus to facilitate the proper hiring and payment of part-time faculty. Directs the accounting staff in the Student Accounts Office to provide accurate and timely processing of data and preparation of reports for the student government.

NATURE and SCOPE:

The Director of Budget and Personnel oversees the Supervisor (Cashiering Services); Administrative Assistant, (Student Accounts); Campus Budget/Enrollment Analyst; Administrative Assistant, (Payroll); Human Resources Technician II and Executive Assistant.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Provide leadership in the budget development process; develop policies for budgeting as well as the calendar, budget assumptions, and revenue and expense analyses.
2. Communicate budget issues to the governance teams and campus at large; coordinate budget development process with District. Train college staff, as necessary, to implement budget and accounting principles.
3. Coordinate the hiring and assignment of part-time faculty in the HRS system; ensure that loads for part-timers do not exceed contract limits and that policies for hiring part-time faculty are adhered to; ensure that release time assignment for full-time staff are properly processed; supervise the maintenance of faculty personnel records.
4. Create a variety of reports/analyses for different forums: gather data, meet with various individuals, formulate assumptions, create scenarios, analyze trends and suggest solutions.
5. Monitor, prepare, and disseminate periodic reports on the College's operational and capital budgets.
6. Develop and annual plan for acquisition and replacement of capital equipment.
7. Supervise and direct the work of the accounting staff in the Student Accounts office, develop procedures and policies for processing payments, cash collection, etc., assist students in learning the processes and policies appropriate to state guidelines; recommend registration and cashiering improvements.
8. Under the direction of the Vice President of Finance and College Services, serve as primary liaison with external auditors; provide leadership in cash handling processes and accounting college-wide; ensure implementation of auditor recommendations.
9. Develop and maintain the College's administrative operating procedures.

10. Plan, schedule, and chair staff meetings.
11. Hire, supervise, direct, and evaluate the assigned staff.
12. Participate in college-wide planning initiatives and activities; attend College and District meetings
13. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
14. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforce safe work practices, report and investigate accidents, maintain necessary documentation, and require employees to receive mandated training.
15. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Accounting, budgeting and auditing principles and practices.
2. Complex information systems, basic financial analysis, and research procedures.
3. State funding mechanisms, AB1725, apportionment process, etc.
4. District policies on float, A, B, & C funding.
5. District budget policies and mechanisms.
6. Principles and practices of higher education organization and structures
7. Federal and State labor laws.
8. District procedures for hiring and paying employees.
9. De Anza College procedure manual
10. Computers: commonly used software and communication mediums.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing.
3. Team leadership and decision- making
4. Leadership / Management / Supervisory.
5. Organizational / Time management / Problem solving.
6. Competency with spreadsheets and word processing.
7. Budgeting and Finance.
8. Presentation skills.

Education and Experience:

1. Bachelor's degree or equivalent, preferably in accounting or related business field.
2. Experience in developing, monitoring and revising complex budgets.
3. Minimum of three years increasingly responsible professional accounting experience.
4. Familiarity with governmental funding.

Preferred Qualifications:

1. One to three year's community college experience.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: July 2004; Revised: March 2018

Ed Code: H-11

Creditable Service: PERS