



Office of Human Resources and Equal Opportunity Administrator Job Description

DIRECTOR, COLLEGE FISCAL SERVICES

DEPARTMENT: College Fiscal Services

COLLEGE: De Anza & Foothill

SALARY GRADE: A2/A3 - I

POSITION PURPOSE:

Reporting to the Vice President of Finance and Administrative Services, the Director of College Fiscal Services plans, organizes, and manages the operations of the College's Fiscal Services Department, including budget, accounting, and finance functions, as well as ensures compliance with all applicable government regulations and District policies and procedures. The incumbent plans, prepares, and provides accurate, timely, and useful financial information and projections to the College President and other Administrators.

NATURE and SCOPE:

The Director of College Fiscal Services serves as the principal liaison for the Vice President of Finance and Administrative Services and the College leadership in the management of the College budget, accounting, and completion of a variety of required financial analyses and reports in close collaboration with District Business Services. The incumbent directs and oversees personnel in the Fiscal Services as well as in the Student Accounts Office and provides timely, accurate financial reports to the De Anza Student Government. Performs the highest level of technical and specialized accounting, financial record management, and reporting functions.

KEY DUTIES and RESPONSIBILITIES:

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

1. Lead the College's annual budget planning process in collaboration with College leadership, campus stakeholders and District Business Services; evaluate, develop, interpret, recommend and implement the College's fiscal process, standards, systems and procedures.
2. Plan, prepare, and share budget and financial reports and analysis with the College governance teams and campus community. Train, coach, and advise college administrators, managers, and staff on budget, accounting, and financial reporting matters as needed to ensure accurate implementation of budget and accounting principles.
3. Create a variety of financial reports and analyses for different audiences; gather data, meet with various stakeholders, formulate assumptions, develop scenarios, analyze trends, and suggest solutions. Conduct specialized financial research or analytical studies to assist College administrators in the formulation and planning of new or revised programs.
4. Review and approve purchase requisitions, journal entries, and budget adjustments; oversee budget and accounting for various categorical and grant programs, ensuring compliance with government regulations; review grant programs budget and support College departments in the grant application process.
5. Develop an annual plan for acquiring and replacing capital equipment in collaboration with other College departments and the District office as part of the annual budget planning process.
6. Supervise and direct the work of the accounting staff in the Student Accounts office, and develop procedures and policies for processing payments, cash collection, deposits, reconciliation, and financial reporting.
7. Plan, coordinate and oversee the year-end closing process and serve as the primary liaison with external auditors; ensure the timely implementation of auditor recommendations.
8. Formulate campus fiscal policies and procedures, ensuring compliance with applicable laws, regulations, and District internal controls and fiscal reporting procedures.

9. Ensure compliance with generally accepted accounting principles (GAAP) in executing, analyzing, verifying, and reporting transactions of fiscal nature.
10. Develop, maintain, and update the College's fiscal and administrative operations procedures.
11. Plan, develop, and implement Fiscal Services' annual work plan, goals, and objectives; supervise and evaluate the performance of assigned staff; participate in the recruitment process for new employees; train, motivate, counsel, and discipline personnel in accordance with established District policies and procedures.
12. Participate in collegewide planning initiatives and activities; attend College shared governance committees and District meetings, as required.
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. Ensure 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 of:

1. Fund Accounting, budgeting, and auditing principles and practices
2. Complex information systems, basic financial analysis, and research procedures
3. State funding mechanisms, AB1725, SCFF, Community Supported Funding and the apportionment process.
4. Grants and categorical program
5. General Obligation Bond Programs
6. District policies on float, A, B, & C funding
7. District budget and fiscal policies, and procedures
8. Principles and practices of higher education organization and structures
9. Federal and State labor laws
10. District procedures for hiring and paying employees
11. De Anza College procedure manual
12. 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 verbally and in writing
3. Team leadership and decision making
4. Leadership / Management / Supervisory
5. Organizational, Time Management, and Problem-Solving Skills
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, Finance, or related business field
2. Experience in developing, monitoring, and revising complex budgets
3. Minimum of three years of 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 over 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, November 2025

Ed Code: H-11

Creditable Service: PERS