



## EXECUTIVE DIRECTOR, FISCAL SERVICES

**DEPARTMENT:** Business Services

**COLLEGE:** Central Services

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

### POSITION PURPOSE:

Reporting to the Vice Chancellor of Business Services, leads, directs and oversees financial/accounting functions of the District including development, implementation, and monitoring of the District budget, district-wide accounting functions, District Payroll functions, District grants accounting functions, and associated accounting and payroll policies and procedures. The Executive Director develops and presents to the Vice Chancellor of Business Services, Chancellor, and the Board of Trustees current and long range fiscal conditions and options to improve the District's financial position, serves as the principle liaison between the central services budget and accounting services functions and the colleges, and actively participates in state-wide finance committees in order to ensure the sound fiscal management of the District.

In addition, the Executive Director is responsible for planning and directing major projects that have a significant fiscal and business impact, including the issuance of debt and lease instruments, such as certificates of participation, tax revenue anticipation notes, and general obligation bonds, implementation of new Governmental Accounting Standards Board (GASB), reporting and accounting standards which are essential for maintaining the fiscal integrity of the District, overseeing the accounting and audit of the general obligation bond program(s) and reviewing the business and financial operations of the enterprise activities that include the campus bookstores, food services, and the Flint Center.

### NATURE and SCOPE:

The Executive Director of Fiscal Services supervises budget operations, accounting, accounts payable and payroll staff.

This position is responsible for business-related transactions for the district and insures that the transactions and records meet accounting standards, regulations, laws and policies of governing agencies.

### KEY DUTIES and RESPONSIBILITIES:

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

1. Prepare the annual budget: coordinate with the Vice Chancellor of Business Services, Director of Budget Operations, and the college Vice Presidents (VPs) to develop budget strategies and assumptions.
2. Direct the District Budget Committee in budget analysis; communicate state budget information to the Director of Budget Operations, college VPs, and the District Budget Committee; formulate policy recommendations and facilitate ongoing discussions in areas that involve significant budget implications.
3. Develop a budget calendar; review cost estimates for each component of the budget; coordinate the budget development with the campuses and Educational Technology Services (ETS); prepare tentative and adopted budget documents; communicate budget assumptions to the campuses in a variety of venues; and communicate on budget issues with state and federal agencies.
4. Develop and refine policies and procedures that impact budgeting, accounting and payroll services.
5. Direct, supervise and evaluate accounting, accounts payable and payroll staff while establishing and maintaining a climate that encourages the development and retention of competent staff, high-level morale, and achievement of district goals.

6. Train and inform managers and others on the efficient and correct use of the District financial accounting system; provide direction district-wide in order to ensure a successful year-end close; coordinate the annual audits and tax returns; serve as a liaison with the auditors and other interested parties to ensure a successful audit.
7. Analyze the fiscal performance and integrity of all funds and develop accounting, business and fiscal strategies based on the outcome of analyses; develop strategies for improving District finance operations evaluate services and products related to the development and improvement of the finance operations district-wide.
8. Generate a series of standard and ad-hoc financial reports to measure business performance.
9. Develop and refine policies and procedures that impact budgeting, accounting, and payroll services, and disseminate changes to accounting policies and procedures.
10. Authorize payments to vendors and contractors and sign contracts in the absence of the Vice Chancellor of Business Services; resolve monetary disputes; address legal issues related to contracts, finance, IRS, Education Code, Government Code and other regulatory requirements.
11. Act as the Chief Disbursing Officer of the district and be responsible for the accuracy and appropriateness of all cash outlays of the district.
12. Implement the investment policies of the district and report to the Board the status of investments as required by law.
13. Coordinate the issuance of debt and lease instruments, such as certificates of participation, general obligation bonds and revenue bonds.
14. Review and implement all required accounting standards such as might be imposed by GASB or the State Chancellor's Office.
15. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.
16. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
17. Perform related duties as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Applicable sections of State Education Code and Government Code and items outlined in the State Chancellor's Budget and Accounting Manual, including titles such as that impact the business aspects of education.
2. Principles of accounting, budgeting, audit, and payroll, including current accounting principles in a governmental educational setting and items outlined in the State Chancellor's Budget and Accounting Manual as well as in GASB, FASB and other applicable accounting standards boards or agencies.
3. Principles of business and financial systems analysis.
4. Principles of supervision.
5. Computerized accounting systems.

### **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, including presentation skills.
3. Analyze complex accounting and financial records and reports.
4. Develop and maintain a sophisticated budget modeling system.

5. Manage the financial aspects of the business enterprises.
6. Ability to make presentations before large and small groups.
7. Ability to achieve results through others.
8. Reasoning and problem solving skills.
9. Develop and implement strategic planning processes.
10. Interpret and apply rules, regulations, policies and procedures.
11. Handle difficult and sensitive issues and problems and resolve conflicts.
12. Leadership/Management/Supervisory skills.
13. Organizational/Time Management/Problem Solving skills.

**Education and Experience:**

1. Master's degree in Business Administration. Alternatively, a Bachelor's degree in Business Administration/Finance with a concentration in accounting or related field and a Certified Public Accountant license.
2. Two (2) years experience in managing accounting, and payroll functions with experience in a large and diverse higher education business entity and experience in developing budgets and related strategies.

**Preferred Qualifications:**

1. Knowledge of state funding formulas, models, policies, and procedures.
2. Understanding of business/financial systems operations and design.
3. Familiarity with governmental budgeting for an educational, governmental, or non-profit entity.

**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.

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Creditable Service: PERS