



# **PALO VERDE COMMUNITY COLLEGE DISTRICT**

## **DIRECTOR OF FISCAL SERVICES**

### **NATURE OF THE POSITION**

Under the supervision of the Vice President of Administrative Services, plan, organize, control and direct the College District's financial activities, including Accounts Receivable, Accounts Payable, Budgeting, Accounting, Internal Controls and Associated Student Government; perform technical and specialized accounting and financial record management and reporting functions; provide professional assistance and support to schools and departments in budget planning and control; train, supervise and evaluate the performance of assigned personnel.

### **DUTIES AND RESPONSIBILITIES**

1. Plan, organize, control and participate in the central accounting service functions to include budget preparation, general ledger, accounts payable/receivable, student clubs, benefits and other related accounts.
2. Coordinate and develop systems for maintaining legal compliance of accounting functions; interpret, maintain and apply District policies, procedures, specific codes required for compliance with California Community College Budget and Accounting Manual.
3. Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
4. Monitor updates to apportionment funding; maintain balance of expenditures-to-budget for various District/categorical funds and report discrepancies to program managers.
5. Review, analyze, recommend and approve various District acquisitions and contracts; verify adequate budget dollars and assign budget numbers for all purchase requisitions/orders prior to submitting to Vice President of Administrative Services for final approval; oversee fiscal activity of student accounts.
6. Ensure proper internal controls for District bank accounts; schedule coverage for required office activities; supervise and evaluate personnel in Fiscal Services.
7. Prepare financial statements for the monthly/bi-monthly Board of Trustees meetings; provide copies of corresponding warrant registers.
8. Analyze and monitor approved District budgets in accordance with the Budget and Accounting Manual; prepare and analyze comprehensive accounting reports and financial statements.
9. Participate in the risk management activities for the District; attend meetings and help with implementation of safety and securities policies and procedures.

10. Assist in preparation for fiscal year-end audits, implement audit recommendations, and develop and maintain systems for internal audit controls.
11. Maintain construction contract files, purchases and monitor expenditures-to-budget.
12. Oversee the federal funds for financial aid and grants.
13. Assist in preparation of District's budget.
14. Attend a variety of budget and State workshops; participate in College activities and committees.
15. Perform other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

1. Principles and practices of general management, methods, materials and equipment involved in accounting, bookkeeping, payables, receivables, financial reports and budgets.
2. Oral and written communication skills.
3. Principles and practices of administration, supervision and training.
4. Applicable laws, codes, regulations, policies and procedures.
5. Operation of a computer and assigned software.
6. GAAP, GASB auditing principles, practices and procedures.
7. Education Code, Public Works Code.
8. Palo Verde College Board and Administrative Policies.
9. Audit Terminology.
10. Contract Law.
11. Accounting, budget and business functions.
12. Financial projections and statistical record-keeping techniques.
13. Interpersonal skills using tact, patience and courtesy.
14. Knowledge of applicable computer operation, assigned software and data entry devices.

### **ABILITY TO:**

1. Plan, organize, control and direct budget and accounting related activities.
2. Supervise and evaluate the performance of assigned personnel.
3. Operate a computer and assigned office equipment.
4. Prepare comprehensive narrative and statistical reports.
5. Prepare financial and budget reports recommendations and forecasts as required by the State, administration, federal agencies and the Board.
6. Communicate effectively both orally and in writing.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Computer literate to include spreadsheet accounting, and data entry.
12. Ability to communicate effectively orally and in writing.
13. Engage in team building, particularly with personnel in multiple service areas.
14. Work independently with little direction.

## **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in a related field from an accredited college or university.
2. Three years of related work experience in general business, accounting, budget development and administration and in the direction, supervision, training and evaluation of personnel.
3. Evidence of experience in increasingly responsible accounting, budgeting, finance and other business-related activities.
4. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

## **PREFERRED QUALIFICATIONS**

1. Master's degree in a related field from an accredited college or university in Accounting/Business Administration.
2. Experience in the use of accounting and auditing practices and terminology applicable to public sector accounting, preferably in a community college setting.
3. Ability to coordinate annual fiscal audits.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

## **CLASSIFICATION/SALARY**

1. This is a Management position.
2. Row 8 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

## **PALO VERDE COMMUNITY COLLEGE DISTRICT**

*Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.*