

## DIRECTOR OF DISTRICT FINANCE SERVICES

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M11	05/01/11	Classified Management	1 of 2

**DEFINITION:**

Under the leadership of the Vice Chancellor, Administrative Services, the Director of District Finance Services provides leadership and direction in the areas of budget, grants, accounting, payroll and purchasing.

**DISTINGUISHING CHARACTERISTICS:**

The primary responsibility of the Director of District Finance Services is to direct the development of the District budget, oversee the reporting of grants, and supervise the accounting and payroll departments. The Director of District Finance Services is responsible for ensuring timely and accurate budget projections and recommends allocation of budget resources; reviews and approves the submittal of local, state and federal reports including the CCFS-311 and the CCFS-320.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Manages District finance services, including the planning, coordination, and direction of budget preparation and control.
- Develops the budget calendar.
- Coordinates all District audits, both external and internal.
- Prepares budget projections and recommends budget allocations of resources.
- Compiles, consolidates and reports District enrollment numbers.
- Provides detailed budget information and budget projections for collective bargaining discussions.
- Participates in collective bargaining negotiations as requested.
- Reviews, evaluates, and approves certain Districtwide contracts and agreements.
- Actively participates in strategic planning and budgeting processes, including responsibility for position control and budgeting.
- Oversees all expenditure reports for grants and categorical funding.
- Works with Planning and Educational Services regarding the preparation of cost estimates, invoices, and contract requirements for grant opportunities.
- Recommends for implementation Districtwide business policies, procedures and practices to ensure District and college fiscal accountability and fiscal integrity.
- Plans, organizes and directs payroll administration.
- Cultivates positive working relationships within Districtwide services and among and across the colleges to build customer confidence and satisfaction.
- Ensures well trained finance and payroll staff at the District Office and at the colleges.
- Promotes a work culture of customer service, innovation, and quality services to students, staff, and the community.
- Complies with all District, county, state, and federal regulations.
- Reviews pending finance and business legislation, legal mandates, regulations and guidelines which may affect District programs, functions, and activities.
- Provides budget information, status reports, and projections to the Governing Board, Chancellor, Chancellor’s Cabinet and other groups as requested.
- Participates in the employment process for new finance staff.



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- Evaluates the work of assigned staff.
- Performs other duties assigned.

**Knowledge of:**

- Laws, rules, regulations, and procedures affecting California community college fiscal matters.
- California Community Colleges Budget and Accounting Manual (BAM)
- Governmental accounting and auditing procedures.
- Standards Board pronouncements impacting California community colleges.
- Operation of financial accounting systems and the input and securing of information and data.
- Public sector bond issuance and reporting.
- Procedures, operations, and policies of a community college district.
- Modern office methods, practices, and procedures.
- Principles of supervision and training.

**Ability to:**

- Plan, organize, and direct the operations of a comprehensive finance department.
- Supervise and train assigned staff.
- Analyze data and draw sound conclusions.
- Prepare and maintain accurate, concise and complete records and reports.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative working relationships.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

A Master’s Degree from an accredited college or university in business administration, finance or related field or a bachelor’s degree from an accredited college or university in a related field and additional certification, experience, or licensure equivalent to a master’s degree.

Five years of management experience directing a finance or related department in a public or private agency.

Sensitivity to and understanding of diversity in the workplace and educational environment.

**Preferred Qualifications:**

Masters Degree in Accounting or related field or CPA preferred.

Public education accounting/finance experience preferred.