



DIRECTOR OF DISTRICT FINANCE SERVICES

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M9	11/14/13	Classified Management	1 of 2

DEFINITION:

Under the leadership of the Associate Vice Chancellor/Chief Financial Officer, the Director of District Finance Services provides leadership and direction in the areas of budget, grants, accounting, and finance.

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 finance 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:

- Manages District finance services, including the planning, coordination, and direction of budget preparation and control.
- Develops the budget calendar.
- Coordinates and supervises the District external audit.
- 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.
- Supervises the preparation of various financial statements, project claims, and other special reports.
- Works with Planning and Educational Services regarding the preparation of cost estimates, invoices, and contract requirements for grant opportunities.
- Recommends for implementation District business policies, procedures and practices to ensure District and college fiscal accountability and fiscal integrity..
- Cultivates positive working relationships within District services and among and across the colleges to build customer confidence and satisfaction.
- Ensures well-trained finance and accounting 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 and accounting staff.
- Evaluates the work of assigned staff.
- Performs other duties assigned.



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MINIMUM QUALIFICATIONS:

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 and accounting 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.

Education and Experience:

An earned bachelor’s degree from an accredited college or university in business administration, finance or a related field.

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

Demonstrated sensitivity to and understanding of diversity in the workplace and educational environment.

*Adopted 05/01/11
Revised 10/09/13*