

FEBRUARY 2012

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSISTANT VICE CHANCELLOR FISCAL SERVICES**

GENERAL RESPONSIBILITIES

Directly responsible to the Vice Chancellor of Business Operations and Fiscal Services for the leadership and administration of all aspects of accounting, budgeting, payroll and internal and external auditing functions. Also directly responsible to the Vice Chancellor for other financial matters including financial project management and other business functions as assigned. This position is a classified position.

SPECIFIC RESPONSIBILITIES

BUDGET DEVELOPMENT AND ADMINISTRATION

Direct the development, review and analysis of budgets and related documents to assure proper allocations, fund disbursement and compliance with legal requirements; evaluate and project annual income and expenditures; monitor spending to ensure compliance with established limitations.

**ACCOUNTING/ACCOUNTS PAYABLE/PAYROLL/FINANCE PROJECT
MANAGEMENT**

Ensure that all accounting transactions are performed according to applicable regulations and policy; ensure timely and accurate processing of payments and deposit of receipts.

Ensure timely and accurate preparation, production, and distribution of employee payroll checks; ensure the timely processing and records maintenance related to employee leave balances, tax reporting, and payroll deductions.

Coordinate and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting; coordinate audits and direct and participate in the review and auditing of financial statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles. Ensure proper and timely resolution of fiscal issues and discrepancies.

PERSONNEL

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, and evaluation of assigned staff; also responsible for administering collective bargaining agreements and compliance with District policies, rules and regulations regarding personnel.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSISTANT VICE CHANCELLOR/FISCAL SERVICES (continued)**

OTHER PROFESSIONAL RESPONSIBILITIES

Provide consultation and technical expertise to administrators, faculty, staff, and outside agencies concerning fiscal operations and activities; respond to inquiries and provide detailed information concerning accounts, funds, budgets, transactions, records, standards, principles, laws, codes, regulations, policies and procedures.

Make oral presentations, provide information regarding the fiscal services of the district; represent the District/department at meetings as assigned.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: A Bachelor's degree in business, economics, management or public administration; and at least five years of recent experience in budgeting and accounting services for a public agency. Possession of a graduate degree and a current and valid Certified Public Accountant license are desired.

Required Skills: Ability to resolve problems, analyze and apply laws, regulations, theories and methodology, and program specifications, plan and evaluate activities, research and programs, research, analyze, apply and articulate results, build consensus, and supervise staff.