

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised December, 2012

MANAGER OF FISCAL SERVICES

CLASS SUMMARY

Directly responsible to the Assistant Vice Chancellor of Fiscal Services for the leadership and administration of the Accounting Department, Datatel coordination with ITS regarding Fiscal Services matters, and other special projects related to Fiscal Services. Provides coordination, direction, and training in compliance with federal, state, county laws and regulations and district policies. Responsible for providing training in utilization of accounting systems. Assists in the development and control of the district's budget.

REPRESENTATIVE DUTIES

Supervises, assigns, trains and reviews the work of the accounting departments; assists with authorizing budget transfers, requests for reimbursement and coding of purchase and personnel requisitions, assuring compliance with Title 5 regulations, community college accounting manual, and district policy; trains accounting staff, completes performance appraisals, acts as liaison in providing information to administrators, personnel and other consultants in the district on accounting matters; assists to coordinate year-end-financial closing with college budget centers and district personnel; analyzes accruals and carryover budgets; maintains the chart of accounts of the district and foundations to enable and facilitate accurate preparation of financial reports, making changes, additions, deletions and reclassifying existing accounts; maintains and updates desk procedures as necessary; assists to oversees and reviews the district budget, accounting transactions, bank reconciliations, balance sheet reconciliations, accounts payable and accounts receivable, and financial reports for categorical/special programs, assuring accuracy and compliance with Title 5 requirements and the Community College Budget and Accounting Manual; analyzes a variety of financial information, interacts with external auditors on all financial transactions for the district including any financial aspect of audits for special projects; coordinates, maintains and balances the general ledger and the district budget with county officials assuring accuracy and compliance; reconciles faculty load banking records and implements financial transactions; is responsible for the federal student financial assistance program budgets, monitoring cash balances, and requesting funds as needed; coordinates financial aid payments and disbursements to students with the financial aid director; coordinates accounts receivable and collection of district awards and loans; responsible for developing implementing, and maintaining an integrated, automated financial management system; conducts training workshops for district staff in the proper utilization of the financial system for financial transactions related to all funds, including auxiliary operations and foundations; assures compliance with a variety of local, state and federal laws, codes and regulations, including Government Accounting Standards Board (GASB) regulations; in conjunction with ITS, responsible for the finance component of the district information system, liaisons among fiscal services department management and staff, ITS staff, and vendors to identify, define and document operational objectives and requirements; existing operational procedures and transactions, workflows, and issues; data collection and ownership, and information reporting requirements and responsibilities related to the use of the district information system package; performs related duties as required; develops and maintains excellent working relationship with all college and district staff.

MANAGER OF FISCAL SERVICES cont'd

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Assistant Vice Chancellor of Fiscal Services. Responsible for the direct supervision of the accounting department staff.

QUALIFICATION GUIDE

Training and Experience

REQUIRED

A Bachelors Degree from a recognized four year college or university with a major in accounting, business administration, finance; or a closely related field including or supplemented by at least 24 semester units in accounting. A minimum of five years of progressively responsible accounting experience, including at least two years of recent (within the last five years) financial management at a supervisory level.

DESIRABLE

A valid license to practice as a Certified Public Accountant in California and experience in community college accounting is desirable.

Knowledge and Abilities

Thorough Knowledge of: principles, practices and methods of general and governmental or school district accounting and budgeting; principles of management, supervision and training; legal, procedural and reporting requirements in school district financial work; principles of web related programs on the internet and the logic of basic programming; application of data processing to accounting and other business office transactions.

Ability to: communicate effectively both orally and in writing; plan, organize and control the activities in a business office; plan and organize a comprehensive internal auditing program; conduct and supervise investigations into potential cases of fraud or theft; analyze data and draw sound conclusions; prepare clear, complete, and concise reports; analyze situations accurately and adopt an effective course of action; effectively operate a personal computer, computer programs and financially related software; organize and direct work of others; develop, implement, interpret and apply a wide variety of governmental and department policies and regulations; establish and maintain cooperative working relationships with internal college and district personnel, external auditors, vendors, professional colleagues and representatives from various outside agencies.