

**Position****Manager, Fiscal Services #CL13-0400**

Accounting/Business Operations & Fiscal Services/District Operations Center

Salary

2012-2013 Management Salary Schedule

Grade E \$93,706.57 to \$125,587.14/year

Benefits

The District provides excellent medical and dental coverage and life insurance of a minimum of \$50,000 and a maximum not to exceed the annual salary of the employee. Holidays, sick days, and vacation are earned in accordance with the Administrative Handbook. Payroll deductions include the California Public Employees' Retirement System.

Starting Date: As soon as possible after the offer of employment

Deadline to Apply: Thursday, June 6, 2013, 5:00 pm

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 department; 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 oversee and review 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 components 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.

ORGANIZATIONAL RELATIONSHIPS

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

REQUIREMENTS

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

Selection Criteria

Application Screening

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience-breadth and depth
- Work experience-breadth and depth
- Demonstrated leadership capabilities
- Program development
- Community involvement
- Demonstrated experience working with a diverse socioeconomic community
- Demonstrated ability to work cooperatively with others

Based upon the information presented on the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and oral interview.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem solving skills
- Successful performance demonstration
- Writing skills/demonstration

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Method of Application

For consideration in the selection process, interested persons must complete the online district classified application by the specified closing date for the position at www.rscgd.edu. All materials must be submitted online. A computer and scanner are available at the Human Resources Department, 2323 North Broadway, Santa Ana, California, 92706, between the hours of 8:00 a.m. and 5:00 p.m., Monday - Friday.

Please upload the following required materials with your online application:

- Resume
- Letter of Interest
- Three letters of recommendation

Pre-Employment Requirements

Candidates selected for employment will be required to provide current verification of a negative TB test or chest x-ray, complete the district's fingerprinting process, and bring proof of their legal right to work in the United States. Cost of TB testing, fingerprinting and the fee for a criminal records check will be paid for by the candidates.

The District is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, sex, color, age, religion, national origin, disability, marital status, Vietnam-era veteran status or sexual orientation.

The District will make reasonable accommodations for applicants with disabilities. Applicant should contact the Human Resources Office for assistance.

Re-post: Friday, March 22, 2013