

District administrative applications (printable PDF) and other application materials are available on our website at www.msjc.edu. Applicants may also request application materials be mailed by contacting the Human Resources Department at (951) 487-3165 ext. 114 (24 hour job line); e-mail: employment@msjc.edu; fax: (951) 654-5971, or TDD: (951) 487-3160.

Please submit your completed application package to:
 Mt. San Jacinto Community College District
 Human Resources Department
 1499 N. State Street
 San Jacinto, CA 92583

***THIS RECRUITMENT IS OPEN UNTIL FILLED; HOWEVER, THE FIRST SCREENING WILL BEGIN ON JULY 17, 2014. IN ORDER TO BE CONSIDERED DURING THE FIRST SCREENING, PLEASE SUBMIT YOUR APPLICATION PACKET BY 5:00 P.M. PST ON MONDAY, JULY 15, 2014.**

TRAVEL EXPENSES ARE NOT COVERED BY THE DISTRICT

THE COLLEGE

Mt. San Jacinto Community College is a single-college, multi-campus district that serves the needs of students within a 1,700-square-mile area of western Riverside County. This is one of the fastest growing community colleges in the state and it is expected to continue growing for some time. Currently, the District serves more than 22,000 students a year on two campuses, San Jacinto and Menifee Valley, Temecula Education Complex and numerous locations throughout the district. The District also has the San Geronio Pass Service Center to provide registration, testing and other services for residents of the San Geronio Pass area.



The District provides a comprehensive education that includes transfer to four-year universities, technical, vocational, non-credit and community service programs.

Mt. San Jacinto College, a California Community College, offers accessible, innovative, comprehensive and quality educational programs and services to diverse, dynamic and growing communities both within and beyond traditional geographic boundaries. We support life-long learning and student success by utilizing proven educational methodologies as determined by collaborative institutional planning and assessment. To meet economic and workforce development needs, MSJC provides students with basic skills, general and career education that lead to transfer, associate degrees and certificates. Our commitment to student learning empowers students with the skills and knowledge needed to effect positive change and enhance the world in which we live.

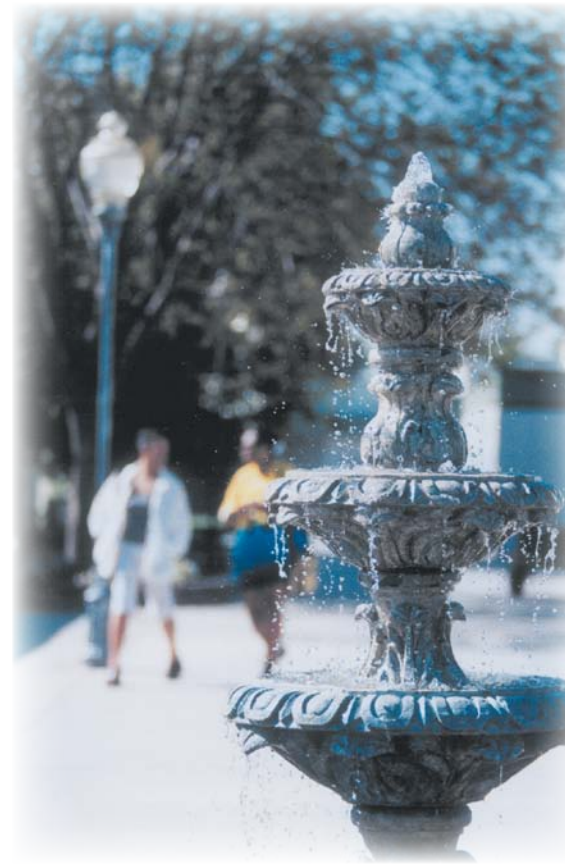
Applicants who need assistance in the application and/or hiring process should contact the Human Resources Department as soon as possible. The District will make reasonable accommodations for applicants with disabilities.

The Board of Trustees assures that all employees and applicants for employment will be provided equal opportunity regardless of race, color, national origin, age, religion, sex, sexual orientation, disability, marital status, or veteran status.

THE COMMUNITY

The area provides a diverse geography that includes recreational lakes, mountains, desert and wide-open spaces. MSJC is located about 100 miles southeast of Los Angeles and 50 miles west of Palm Springs. There is freeway access to ocean beaches, skiing and cultural offerings in San Diego, Los Angeles and Orange County. Weekend recreational opportunities are a few hours away in Las Vegas, Arizona and nearby mountain resorts. Local theater productions and art galleries provide year-round entertainment, including the famous Ramona Festival and Pageant.

Equal Opportunity Employer
 Website: www.msjc.edu



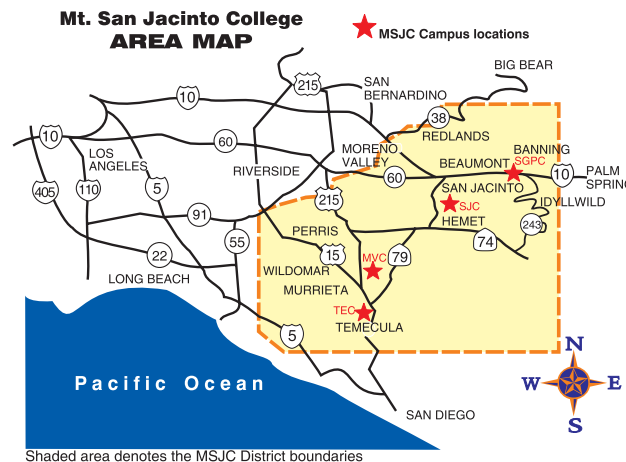
Mt. San Jacinto Community College District

invites applications for the position of

Dean of Administrative Services/Controller

CLOSING DATE: Open until filled*

Recruitment #: 13-040



JOB SUMMARY

Under the direction of the Vice President of Business Services, the Dean of Administrative Services/Controller provides oversight and leadership in the financial affairs of the District Fiscal Services, which includes Accounting, Payroll, Budget Preparation, Capital Asset Inventory and Control and oversight of Auxiliary Services and Cashiers office. Directs audit coordination, internal controls and collective bargaining participation in compliance with federal, state and county laws and regulations, and policies of the District. The Dean of Administrative Services/Controller is also responsible for administration of the District's Risk Management and Food Services Programs.

This position supervises the Director of Budget & Accounting, Accounting, Payroll and Café Supervisors, Risk Management Coordinator, accounting staff, clerical and hourly support staff, and provides oversight and support for Auxiliary Services.

This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with the responsibility of assuring timely and accurate accounting functions including; budget preparation, payroll processing, cash receipts processing, prompt vendor payments and financial statement preparation; cash flow/investment analysis; approving budgets and capital expenditures; approving contracts and serving as a resource to collective bargaining negotiations; hiring, training and evaluating personnel. The incumbent provides training and coordination between college departments for all fiscal and budget processes and procedures, and is responsible for administration of the District's Risk Management and Food Services programs. This position develops goals and objectives to improve Business Services functions and delivery of services.

EXAMPLES OF DUTIES

- Plans, assigns and maintains the accounting and payroll functions for the District to provide accurate financial statements, studies and estimates; provides oversight of Auxiliary Services;
- Manages the preparation of the District budgets and preparation of financial reports and budget documents as required by law. Serves as a resource to the Budget and Physical Resources Committee;
- Assists other departments and staff with budget issues and provides training and information as necessary e.g., special reports. Works collaboratively with faculty, staff and students;



- Maintains the proper controls on budgets, cash, warrants and records; supervises the receipt and disbursement of funds;
- Plans, assigns and reviews work of Business Services Department and develops goals and objectives to improve department's functions. Participates in Program Review for Fiscal Services;
- Coordinates and oversees District audits;
- Audits attendance reports and calculates state apportionment and other income;
- Serves as acting Vice President of Business Services when designated;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

The incumbent should possess knowledge of:

- District policies and procedures; California Education Code; Title V regulations; collective bargaining agreements; Budget and Accounting Manuals; auditing standards; accounting principles and procedures (government or district accounting systems preferred);
- Applicable federal, state and local tax laws governing accounting and payroll functions;
- Human resources management; human resources training and development;
- Risk Management and applicable federal, state and local laws and regulations.

The incumbent should possess skill in:

- Computerized accounting systems; spreadsheet and presentation software;
- Management, organizational leadership and supervision;
- Negotiating contracts.

The incumbent should possess the ability to:

- Analyze budgets, revenue control; financial auditing, basic business theories, principles and practices;
- Understand and be aware of and have commitment to the special needs of non-traditional students;
- Problem solve, team build and communicate, both written and oral.

MINIMUM QUALIFICATIONS

1. A Bachelor's degree from an accredited college or university or equivalent foreign degree in accounting or business, **OR** a current Certified Public Accountant license, **AND**
2. A minimum of seven (7) years of increasingly responsible experience in a computerized accounting environment, **AND**
3. A minimum of five (5) years of experience supervising employees in an educational or governmental accounting environment, **AND**
4. A minimum of three (3) years of financial management and administrative experience in an educational or governmental accounting environment, **AND**
5. Demonstrated commitment to the community college goals/objectives of providing quality programs and services to students with diverse abilities and interests and personal qualities to work effective and sensitively in a multicultural campus environment.

DESIRED QUALIFICATIONS

- A Master's degree from an accredited college or university or equivalent foreign degree in accounting or business
- Experience in community college budget preparation;
- Demonstrated work experience in accounts payable, payroll, risk management, contracts, labor

- negotiations, and capital asset inventory;
- Experience in accounting, database and spreadsheet software;
- Effective oral and written communication skills;
- Demonstrated ability to manage financial resources with a record of fiscal responsibility and accountability;
- Demonstrated advocacy for students and student's needs.

CONDITIONS OF EMPLOYMENT

The salary range is from \$107,629 – \$121,025 annually (Steps 1 – 5 on the appropriate salary schedule). Initial placement on the salary schedule will be commensurate with education and experience. The maximum salary noted may be exceeded if the District determines an extraordinary need or circumstances warrant a higher placement. The top step for this position is Step 7 (\$128,395 annually). This is a 12-month administrative position with day and evening assignments. Classified administrators serve under contract and make contributions toward PERS (a retirement plan). Benefit package includes comprehensive medical, dental and vision plans, life insurance, sick leave, and 22 days of vacation per year. Administrators serve district-wide and may be assigned to the San Jacinto Campus, the Menifee Valley Campus, or any District facility.

APPLICATION PROCEDURES

ONLY COMPLETED APPLICATION PACKETS WILL BE ACCEPTED.

Each candidate must submit:

1. Completed district administrative application form;
2. Unofficial transcripts of **ALL** upper division (Bachelor's, Master's, Doctorate) college-level work. (Successful candidate will be required to submit official transcripts at time of hire.) **(Note: Foreign transcripts and degrees must include an evaluation by a United States clearing house.);**
3. Cover letter outlining your education and experience relevant to this position;
4. Current resumé;
5. Three (3) current letters of reference specific to this position;

It is the applicant's responsibility to ensure that all required application materials are received. A resumé will not substitute for the information required on the application form. All materials included in the application package are for this position only and the materials will not be returned, copied, or considered for other openings.