



Pasadena Area Community College District Employment Opportunity

DIRECTOR, FISCAL SERVICES

Classified Management Position
#037

Exempt Position: This is an exempt position not subject to overtime pay.
Management earn 22 vacation days per fiscal year.

DEFINITION:

Under the direction of the Executive Director, Business Services, plans, organizes, and directs staff, activities, and operations related to the Fiscal Services department, including accounting, accounts payable, accounts receivable, budgeting, financial reporting, student banking services, controller, bursar's office, collections, and other functions.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):

- Plans, organizes, directs and oversees the District's budget administration activities and functions; oversees development and implementation of, and interprets, enforces and explains budget processes, policies and procedures; reviews, analyzes and develops recommendations regarding budget issues and alternatives; oversees preparation and delivery of budget presentations as well as the annual budget development and process, which include highly sensitive and confidential information, to Senior Administration/management and the Board of Trustees.
- Plans and directs the preparation of, and reviews, integrates and analyzes accounting, financial and management reports prepared for District departments, the Board of Trustees, Senior Administration/management, and other governmental and regulatory bodies.
- Directs, through subordinate management staff, the District's general ledger, accounts payables and receivables, cash management and collections, budget, and student bank services.
- Issues financial aid disbursements and other federal programs.
- Manages and directs the completion of all grant financial reporting requirements in a timely manner; oversees grant expenditures to ensure compliance with grant regulations and guidelines.
- Ensures the integrity of records related to fiscal operations and activities, including general ledger and budget records.
- Directs and monitors the District's cash flow analysis for the purpose of planning and managing the District's resources.
- Review and makes recommendations to Senior Administration/management on various budget planning proposals.
- Develops justification and explanatory material and strategy suggestions for use by the President/ Superintendent, or designee, in testimony and negotiations requested annually, and/or at special requests by the Board of Trustees and other governing bodies.



REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY) (CONT.):

- Develops, implements, and administers policies and procedures for all funds, including state general funds, categorical/special funds, capital outlay funds, trust and agency accounts, etc.
- Compiles information and data in order to prepare a variety of reports, including financial and statistical reports; coordinates accounting functions with government agencies on county, state, and federal levels.
- Ensures compliance with all applicable district, system, county, state, and federal policies, codes, and laws and monitors changes and developments.
- Works with the State Chancellor's Office on budget related projections and the impact to the District's annual budget process; submission of reports; and receipt of reports related to forecasting and actuals.
- Monitors budgets for all district accounts and makes corrections as needed.
- Plans, coordinates, and facilitates annual District audits to ensure the integrity of, but not limited to; financial operations and financial statements.
- Directs administrative support staff in the preparation of Consent Items for Board of Trustees' approval; and performs or assigns follow-up actions related to Board of Trustees' decisions.
- Assigns new cost-centers and object codes to departments, as needed.
- Interviews and selects employees; coordinates and arranges appropriate training for subordinates.
- Plans and evaluates performance of Fiscal Services managers, supervisors, and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; addresses performance deficiencies according to human resources policies and procedures and union contract provisions.
- Performs other related duties as assigned.

KNOWLEDGE OF:

- Principles and methods of general accounting.
- Banking and investment knowledge.
- Principles, practices, rules and procedures of community college district budgeting and accounting.
- District functions and associated financial management issues.
- Federal, state and local laws, regulations, and court decisions applicable to assigned areas of responsibility.
- Knowledge of financial aid regulations and the relation to fiscal and financial services.
- Budget development, preparation and control.
- Financial and statistical record management.
- Advanced research methods and analysis techniques for

the purposes of budgeting and forecasting.

- Oral and written communication skills.
- Principles and practices of effective administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Perform highly complex work within departmental policies and/or objectives with highly-original thinking.
- Define complex management, fiscal, budget, and strategic planning issues.
- Perform difficult analyses and research.
- Evaluate alternatives and develop sound conclusions and recommendations.
- Train, develop, and evaluate staff for growth opportunities within the District's fiscal services department.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Handle highly confidential information and exercise sound, expert independent judgment within general policy guidelines.
- Identify and communicate issues important to the District to all levels of staff.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Establish and maintain positive and effective working relationships with others.
- Work independently and on teams.
- Provide tactical planning and direction.
- Organize relatively complex projects or activities that are interdepartmental in scope.
- Embrace a vision and coordinate details of implementation.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor's degree, or equivalent, in Accounting, Business Administration, or Finance required (Master's degree preferred); AND
- At least eight years of experience in one or more areas of fiscal services, including four years as a supervisor or a manager.
- A current Certified Public Accountant (CPA) license.

DESIRABLE QUALIFICATIONS:

- Experience with Banner Financial software.
- Experience working in a California Community College District.
- Demonstrated experience managing and mentoring staff with varying degrees of technical capabilities.
- Demonstrated experience analyzing and interpreting complex and confidential financial data, and preparing material in response to inquiries.
- Excellent analytical skills.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS:

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SALARY AND BENEFITS:

Salary and other terms of employment are competitive. Placement is on the District Management Association Salary Schedule which is available online at www.pasadena.edu.

Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:

- Successful completion of background and fingerprint clearance and TB screening.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
- Board of Trustees approval.

APPLICATION AND SELECTION PROCESS:

The District application and all supporting documents must reach Human Resources by 12:30 p.m. on **March 17, 2014**. **A postmark is not acceptable for this purpose. Applications or supporting documents cannot be submitted electronically or by FAX transmission.**

Mail District application and supporting documents to:

Human Resources (C204)

Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106

To access application materials online, please visit our website: www.pasadena.edu. Or to request the District application by telephone, call 626.585.7388.

The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications does not assure the candidate an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.

The college president will conduct a final interview and recommend a candidate to the Board of Trustees.



SUPPORTING DOCUMENTS:

For full consideration, applications **MUST** include all items in the order listed below. An incomplete application packet will not be accepted.

1. Official Classified District application form.
2. A list of at least five references (name, address, phone number and position), including your last supervisor, and at least one of each of the following: peer, direct report, and faculty.
3. A letter of interest addressing the selection criteria and extent of experience listed under "The Representative Duties," "Knowledge and Abilities," and "Education and Experience" headings.
4. Professional resume.
5. Official transcripts (required). Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.

Note: It is the applicant's responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

The College is expecting to conduct initial interviews the week of April 14, 2014 and conduct final interviews the week of April 21, 2014.

ABOUT THE DISTRICT:

Established in 1924, Pasadena City College has been serving the San Gabriel Valley for more than 87 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 76 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. PCC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. For more information, go to **www.pasadena.edu**.

MISSION:

The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.



ADDITIONAL INFORMATION:

The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District **will not** sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
Equal Opportunity, Title IX, Section 504 Employer**

