



**FOOTHILL-DE ANZA Community College District**  
***Career Opportunities***  
<https://www.fhdajobs.net>



## **Foothill-De Anza Community College District**

### **Director, Budget Operations**

**Announcement #:** 14-120

**Campus:** Central Services

**Required Documents:** Resume, Transcript(s)

**Number of Working Months:** 12 Months

**Salary:** \$114,668.17 - \$126,417.94 annually

**Close Date:** 4/16/14

**Employment Duration:** Full-Time

The Foothill-De Anza Community College District is currently accepting applications for the management position above.

### **POSITION PURPOSE:**

Reporting to the Executive Director, Fiscal Services, coordinates the development of, and monitors, the budget process and policy so as to provide accurate, timely, and useful financial history and projections to the Board and administrators for making financial decisions.

### **NATURE and SCOPE:**

This position is responsible developing the annual budget and implementing budget policy; applying it to new situations; and determining if precedent applies. Monitoring grant reports for completeness and accuracy and supervising grant related accounting.

### **KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

- Develop and prepare the annual budget. Develop budget assumptions; meet with Administrators to develop budget strategies and assumptions; work with the Budget Advisory Committee in budget analysis; obtain, analyze, and review cost estimates; analyze personnel budget; prepare tentative and adopted budget documents; maintain documentation on the budget approval process and revisions.
- Develop and establish the budget calendar.
- Develop, recommend, communicate, interpret, and implement budgetary policies and procedures.
- Communicate financial information to the Board and Administrators.
- Assist the District negotiating team by providing budget related analysis.
- Develop benefit rates in consultation with the Human Resources Office.
- Oversee the budget balancing process in the Finance and Human Resource systems; reconcile the budget with Federal, State, and local agency reports.
- Oversees the preparation of budget reports to the Board.
- Create a variety of reports/analyses for meetings, including developing budget scenarios, analyzing trends,

and suggesting solutions.

- Prepare quarterly reports, balance revisions and transfers, balance inter-fund transfers, prepare quarterly report documents, and develop projections for future spending.
- Maintain grant procedures and provide training in all phases of accounting for grant program budgeters.
- Assist grant writers in the budget development and grant submission process.
- Serve as a lead in the Budget Advisory Committee and other committees as necessary.
- Supervise the Budget and Grants staff.
- Work closely with the California Community Colleges Chancellor's Office, and other state and federal agencies, on budget and grant related matters.
- Support, implement, and promote compliance with the District's Diversity Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.
- Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
- Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

- Applicable sections of the California State Education Code and Government Code and items outlined in the State Chancellor's Budget and Accounting Manual, including titles that impact the business aspects of education.
- Principle of accounting, payroll, budget and audit, including current accounting principles in a governmental educational setting; items outlined in the State Chancellor's Budget and Accounting Manual; Principles of business and financial systems analysis.
- Computerized accounting systems.
- Principles of supervision.
- District's financial status.
- Familiar with governmental funding, educational, and/or non-profit systems.

### **Skills and Abilities:**

- Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Analyze computerized accounting and budget data and understand the District's financial status.
- Competence in spreadsheets and word processors.
- Communicate effectively both orally and in writing, including strong presentation skills.
- Ability to make presentations before large and small groups.
- Reasoning and problem solving skills.
- Develop and implement strategic planning processes.
- Interpret and apply rules, regulations, policies and procedures.
- Leadership/Management/Supervisory skills.
- Organizational/time management/problem solving skills.

## **WORKING CONDITIONS:**

**Environment:**

- Typical office environment.

**Physical Abilities:**

- Hearing and speaking to exchange information in person and on the telephone and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Vision sufficient to read various materials.
- Sitting for extending periods of time.
- Bending at the waist.
- Lifting and carrying objects up to 20 lbs.

**MINIMUM QUALIFICATIONS:**

- Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Bachelor's degree in Accounting or other related field.
- Strong background in business and budgeting, preferably in a public sector, including experience with the application of various budgeting models.
- Three (3) to five (5) years of increasingly responsible professional accounting and budgeting experience.

**APPLICATION PACKET:**

- A District application on <https://ch.tbe.taleo.net/CH17/ats/careers/requisition.jsp?org=FHDA&cws=1&rid=912>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- A cover letter addressing the preferred qualifications for the position.
- A current resume of all work experience, formal education and training.
- All college transcripts scanned in Word or PDF version.

We do not accept JPEG or other file formats for transcripts. Both Foothill De Anza CCD employees and external candidates must submit transcripts. Applicants who have international transcripts must obtain and submit transcripts that are evaluated by an independent educational-equivalency evaluation company, and obtain an English translation (if necessary). These services are to be done at the applicant's expense.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full-time, Permanent, 12- months per year

**Starting Date:** As soon as possible upon completion of the search process.

**Hiring Range:** \$114,668.17 - \$126,417.94 annually

**Full Salary Range:** \$114,668.17 - \$146,491.72 annually

Annual salary plus benefits; salary placement is commensurate with education and experience.

Excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://www.fhda.edu>

\*This position will become Open Until Filled after the initial Closing Date. Any complete applications received while the position is Open Until Filled will be reviewed by the hiring committee only upon committee request.

**To view full job description or to apply, visit:** <https://ch.tbe.taleo.net/CH17/ats/careers/requisition.jsp?org=FHDA&cws=1&rid=912>



Copyright ©2013 Jobelephant.com Inc. All rights reserved.

[Posted by the FREE value-added recruitment advertising agency](#)