



**Director of Fiscal Services
Ventura County Community College District**

Posting Number 0602525

Position: Full Time

Percent Position: 100

Months 12

Employee Type Management

Job Category Management/Supervisory

Brief Description:

This recruitment is being conducted to establish a list of eligible candidates that will be used to fill the current and upcoming vacancies for the duration of the list, not to exceed one year. The immediate vacancy is a 12-month, 100% position located at District Administrative Center.

Under the direction of the Vice Chancellor, Business and Administrative Services, a Director of Fiscal Services directs the management and administration of the District's accounting and fiscal functions.

Job Duties:

Manage the operations of the central accounting and finance functions of the District, including accounts payable, accounts receivable, payroll, student financial aid, general accounting, budgeting, capital projects, and restricted programs, ensuring accounting records are maintained in compliance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB). E

Approve the disbursement of the District funds in accordance with applicable laws, rules, and policies. E

Direct the financial management and reporting of federal, state, local, and private contracts, and grant and bond funds; maintain proper fiscal controls for all governmental and auxiliary funds. E

Direct the collection, recording, processing, consolidation, analysis, and distribution of a wide variety of accounting and payroll data; identify deficiencies which may affect the ability of the District to meet financial and operational performance standards and goals. E

Direct the development, preparation, and filing of the official District budget and financial reports, including mandated cost reports; direct the development and preparation of the District's budget calendar; oversee the Tentative and Adoption budget development activities. E

Oversee and perform complex financial analyses, projections, and reporting based on existing laws, enrollment trends, and the prospective economic environment. E

Manage cash flow requirements of the District; direct activities associated with annual cash flow borrowing through issuance of Tax and Revenue Anticipation Notes (TRAN) and manage associated banking relationships. E

Establish strategic goals and objectives for assigned areas of responsibility in concert with the District's strategic plan and direct and participate in the development and revisions of policies, procedures, practices and guidelines pertinent to the administration of the District's accounting, payroll and related functions. E

Direct the design, implementation, and maintenance of accounting and payroll systems to meet legal requirements, provide management with required information, and improve efficiency in the recording and reporting of data. E

Direct the planning and coordination of the fiscal year end closing activities process. E

Direct the internal and external audit functions. E

Advise the Vice Chancellor and District management staff through oral and written reports of objectives, critical problems, achievements, improvement recommendations, and on requirements and restrictions of laws, rules, and policies affecting the District's accounting, payroll, and related operations. E

Review contract and grant proposals for audit and risk exposure, legal compliance, and financial impact, including commitment of District resources, and make recommendations for Governing Board action. E

Analyze state legislative and administrative decisions, regulations, and policies to determine their impact on the accounting, payroll, and related operations of the District and makes recommendations on how to implement new requirements. E

Represent the District before federal, state, and local agencies on matters related to District accounting, payroll, and related functions. E

Serve as a member of various District-wide committees involved with procedural or financial status issues. E

May act for the Vice Chancellor, Business and Administrative Services as necessary.

Perform related duties as assigned.

Minimum Qualifications

Any combination equivalent to:

A master's degree in Business Administration, or a bachelor's degree in Business Administration with an emphasis in Accounting or a related area and a current license as a Certified Public Account (CPA)

AND

A minimum of five years of increasingly responsible professional-level financial accounting and budgeting experience, including experience preparing and maintaining financial and accounting records and comprehensive financial reports, performing complex financial analyses, and conducting financial forecasting

and projections. Two years of the aforementioned experience must have been in a supervisory capacity. Fund/governmental accounting experience is preferred.

Knowledge Of:

Principles, practices, and theories of accounting with an emphasis on governmental accounting
 Principles, practices, and theories of auditing
 Principles of budget development and control
 Banking and investment policies, regulations, and practices
 Research, statistical, and forecasting methods used in accounting analysis and management
 Federal, state and local laws, ordinances, codes, and regulations governing the accounting operations and fiscal requirements of the District
 Federal, state, and local laws relative to wages, salaries, fringe benefits, deductions, and the disbursement of funds
 Capabilities of computer applications and hardware in the management of accounting and payroll systems
 Organization, functions, and inter-relationships of operating units and programs of the District
 Principles and practices of organization and management
 State legislative processes and procedures
 Principles and practices of business and public administration
 Principles of supervision and training

Ability To:

Plan, direct, and coordinate the District's general and special funds accounting, payroll, budget and related activities
 Interpret and apply laws, rules, regulations, and policies pertinent to accounting, payroll, and related activities
 Develop methods and approaches to best estimate current and future revenues and expenditures
 Anticipate conditions, plan ahead, establish priorities, and meet schedules
 Act independently and promptly to situations and events
 Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations
 Communicate effectively, both orally and in writing
 Effectively communicate highly technical information concisely and in understandable terms
 Motivate, direct, train, and develop others
 Establish and maintain effective working relationships with administrative District personnel and representatives of government agencies and various private organizations

Physical Abilities

Seeing to inspect financial records
 Hearing and speaking to communicate with District staff
 Sitting for extended periods of time
 Bending, kneeling and reaching to retrieve and file records
 Dexterity of hands and fingers to operate a computer terminal keyboard and other office equipment

Requested Start Date: ASAP

Work Week: Monday - Friday: 8:00 a.m. to 5:00 p.m.

Closing Date 06-24-2014

To apply, visit: <http://apptrkr.com/480089>

Required Applicant Documents:

Documents not to exceed 2mb maximum

Resume

Letter of Application

EXAMINATION AND SELECTION PROCESS:

This is an examination open to the public and current district employees seeking a promotional opportunity. To ensure consideration, please submit your application materials by June 24, 2014.

The examination process will consist of the following components:

A) Training and Experience Evaluation (T&E) = Qualifying (pass/fail)

B) Technical Interview = 100% weighting on final score

Applicants must meet minimum qualifications stated by the filing deadline in order to move forward in the testing process. Those candidates who meet the minimum qualifications will have their application materials reviewed during a Training and Experience Evaluation (T&E). A T&E is an assessment of training and experience that has prepared the candidate for the position. Those with the highest scores on the T&E will be invited to the technical interview. All communication regarding this process will be delivered via email.

The date range and location of the technical interview are listed below. The technical interview will be held on one day in the date range listed below.

Date Range: Wednesday, July 9, 2014 to Wednesday, July 16, 2014

Location: Ventura County Community College District

255 W. Stanley Avenue, Suite 150

Ventura, CA 93001

The above date range is subject to change. Applicants will be notified of any scheduling changes via email.

Official transcripts providing confirmation that you meet the minimum educational requirement must be presented to the Human Resources Department prior to beginning employment.

The Ventura County Community College District is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Salary Range:

\$8,992.50 - \$12,050.75

Starting Salary:

\$8,992.50 - \$12,050.75 New employees may request salary placement above step one based on directly related education and experience which exceeds the minimum qualifications for the classification. Advanced salary placement must be requested at the time of offer and is subject to verification of qualifying experience and applicable Collective Bargaining Agreements and/or Personnel Commission Rules.

Special Instructions to Applicants

PRELIMINARY SCREENING OF APPLICATIONS & SUPPLEMENTAL QUESTIONNAIRE:

In completing the application and the supplemental questionnaire, outline in detail your education, training (such as classes, seminars, workshops) and experience. Please be sure to answer every component of each supplemental question as your responses will be scored and serve as your score on the training and experience evaluation. Appearance before the oral examination (interview) board will be limited to the candidates with the highest T&E scores. For your application to be considered, the supplemental questions must be completed in full. Failure to answer the questions as required will result in disqualification.

ELIGIBILITY LIST:

Upon completion of the examination, the open / promotional eligibility list will be compiled by combining the final examination score with applicable seniority and veteran's credits, if any. The candidates will be ranked according to their total score on the eligibility list. Certification will be made from the highest three ranks of the eligibility list. This eligibility list will be used to fill the current vacancies up to one year from the date the list is established.

PROBATIONARY PERIOD

All appointments made from the eligibility list for initial appointment or for promotion shall be probationary for a period of one year.

ACCOMMODATIONS:

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

Supplemental Questions:

1. Describe your experience overseeing accounting functions. Please present your experience by organization and, if appropriate, the positions you held within the organization. Please include your experience ensuring compliance with Generally Accepted Accounting Principles (GAAP). If you have no such experience, please mark N/A.
2. Describe your experience managing categorical funds, including your experience working with grants. In your response, please include a description of your responsibilities, the size of the funds for which you were responsible, and the number of years for which you held this responsibility. If you have no such experience, please mark N/A.
3. Describe your experience directing and/or performing annual audits. In your response, please include a description of your responsibilities with regard to each phase of the audit process and the name of the organization in which you obtained this experience. If you have no such experience, please mark N/A.

4. Describe your experience establishing, implementing, and/or monitoring internal controls. Please specify any experience you have developing internal control procedures. If you have no such experience, please mark N/A.

5. Describe your experience supervising or managing staff. In your response, please include (A) the organization in which you were a supervisor/manager, (B) the number of staff members you were responsible for managing, (C) the functions for which your staff was responsible, and (D) whether or not you have administered progressive discipline. If you have no such experience, please mark N/A.

6. How did you hear about this position?



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