

District Director of Fiscal Services
District Office
Mission Viejo, CA

PLEASE NOTE: In order to be considered for this opening, you must apply through the District website at <https://jobs.socccd.edu>

Job Opening # 3007/3887

This position is open until filled.

Apply by: November 7, 2011 to be considered for the initial screening

Under the administrative direction from the Vice Chancellor of Business Services, the responsibility of this position is to plan, organize, coordinate, direct and control the fiscal programs, operations, activities and staff of the District, including accounting, budgeting, payroll, property/liability and student insurance programs; ensure that programs are operating within the appropriate fiscal parameters and remain in compliance with District, local, State and/or federal requirements; ensure timely and accurate submission of all District financial reports, including the annual financial audit and adopted budget. This position exercises functional and technical supervision over the Accounting Manager, Payroll Manager, and other personnel as assigned.

Minimum Requirements:

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

- An earned Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or a closely related field.
- An earned Master's degree preferred.
- Five years of increasingly responsible experience directing a wide range of fiscal services in a public education setting, including at least four years in a supervisory capacity.
- Knowledge of modern principles, practices, methods and techniques of finance administration involving budget, accounting, auditing, payroll/benefits, property/liability and student insurance. Principles and practices of training, supervision and performance evaluation. District and College organization, operations and objectives. Applicable District policies and local, State and federal laws, codes and regulations. Organizational and management practices as applied to analysis and evaluation of assigned fiscal programs, policies and operational needs. Concepts, methods and current practices of property/liability and student insurance and other loss control programs. Modern office practices, procedures, methods, and equipment. Program analysis and revenue forecasting. Computer systems and software applications related to area of assignment. Oral and written communication skills. Interpersonal skills including tact, patience and diplomacy.

Salary & Benefits:

Classified Management Salary Schedule, Range 10 - \$115,286 to \$173,103 per year. Salary placement in the salary range will be based upon comparable experience and qualifications; increases are given annually thereafter. The District offers a comprehensive package of insurance benefits to eligible employees, which includes medical and dental insurance, a vision-care plan, life insurance and dependent life coverage, accidental death and dismemberment coverage, a long-term disability income-protection plan, and a legal plan. All premiums are fully paid by the District. Retirement benefits through CalPERS.

To Apply:

Please visit the District's Employment Opportunities website at <https://jobs.socccd.edu> for a detailed job description, to learn more about the District and to complete an on-line application. This position is open until filled. Complete application packages received by November 7, 2011 at 5:00 p.m. will be considered for the initial screening.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT: The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country.

EQUAL OPPORTUNITY EMPLOYER