



# LAKE TAHOE COMMUNITY COLLEGE DISTRICT

## POSITION ANNOUNCEMENT

# DIRECTOR OF FISCAL SERVICES

Lake Tahoe Community College District announces a professional opportunity to lead the Fiscal Services department of a single college District. This full-time classified director position reports to the Vice President of Administrative Services and is responsible for budget, payroll, accounts payable, audit and complete accounting functions for District funds. The Fiscal Services department currently consists of the director, an accountant, a payroll specialist, fiscal services technician, and an accounting assistant.

The ideal candidate should have knowledge of the funding model and reporting for the California Community College system, as well as, familiarity with Title V regulations, Education Code, and Federal Grants and Financial Aid compliance. The successful candidate will also be someone with strong interpersonal skills who can effectively supervise employees and interface collaboratively with all segments of the college.

Normal hours of work are Mondays through Fridays, 8:00 a.m. to 5:00 p.m.; however, hours may vary according to the needs of the department and workweeks exceeding 40 hours are typical during high workload periods, such as budget development, audit preparation or complying with California System Office reporting deadlines. This position is exempt from overtime compensation. Please see the position description for complete requirements and duties.

### A. APPLICATION PROCEDURE

Send the following materials to Human Resources:

1. District Application Form. (The job packet is available on our website at [www.ltcc.edu/jobs](http://www.ltcc.edu/jobs).)
2. Cover letter
3. Resume
4. Demographic Survey (optional)

Note: The District will only consider materials listed above in the selection process, any additions to the application packet will be discarded.

Applicants may be required to submit official transcripts upon offer of employment. Every effort should be made in the application to demonstrate the applicant's ability to meet the qualifications listed for the position.

### DEADLINE FOR APPLICATIONS

All applications must be received by Friday, March 27, 2015 to be considered for this opening. LTCC reserves the right to reopen the position or extend the deadline if an adequate applicant pool is not received.

### B. SELECTION PROCEDURE

After reviewing applications, those applicants judged most suitable for the position will be invited to initial interviews. These applicants will be notified by phone on or about **Monday, April 6, 2015**. Interviews are tentatively scheduled for the week of April 13, 2015. Meeting the minimum requirements does not guarantee an interview.

### START DATE

Preferred start date is May 18, 2015, or as soon as mutually agreed.

### **C. COMPENSATION**

Starting Salary: \$73,990.80 to \$81,677.52 annually  
\$6,165.90 to \$6,806.46 monthly

Salary will be based upon approved range 54 and step placement subject to experience and education.

The District provides a comprehensive benefit program for employees and their families as well as membership in the Public Employees Retirement System (PERS). Most benefits apply to employees and dependents.

### **D. THE COLLEGE**

Located in the beautiful Sierra Nevada Mountains, Lake Tahoe Community College offers students the opportunity to pursue an Associate in Arts degree, study for university transfer, acquire career and technical skills, complete general education requirements, or pursue lifelong learning. The college is widely recognized as the hub of culture and education for the surrounding community.

The college was established in 1974 and is situated on a 160-acre forested site only two miles from Lake Tahoe and Heavenly Mountain Resort. The current physical plant of the college was first constructed in 1988 and has expanded to 170,000 square feet, including first class physical education, art and theater buildings. A 20,000 square foot library opened in 2006 and an art gallery opened in 2007. The campus also houses the Child Development Center, a model child care facility that accommodates children from six weeks through six years of age. The District also has a well-established and integrated planning and resource and allocation process supported by its participatory governance structure. The District recently received a reaffirmation of accreditation in February 2013.

### **SOUTH LAKE TAHOE COMMUNITY AND AREA**

South Lake Tahoe, California is on the southern shore of Lake Tahoe at an elevation of 6,250 feet and has 30,000 permanent residents. It is an easy 60 mile drive east to Reno with Sacramento is a short 100 miles west, with both cities providing major airports, attractions and amenities of large metropolitan areas. The Lake Tahoe area boasts more than 300 days of sunshine a year, with average winter temperatures of 18 to 36 degrees; summer maximums average a pleasant 78 degrees. The Tahoe region is commonly referred to as the World's Playground with world-class hiking, skiing/riding, kayaking, fishing, camping, restaurants and other recreational opportunities.

### **E. LAKE TAHOE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

Lake Tahoe Community College adheres to Title IX of the Educational Amendments of 1972 and the Rehabilitation Act of 1973 and is an Equal Opportunity Employer.

### **F. SPECIAL ACCOMODATIONS**

If you are in need of special services or facilities due to a disability in order to apply or interview for this position, please call the office Human Resources at 530-541-4660, ext. 226.

**NOTE:** All persons hired by Lake Tahoe Community College are required to prove employment eligibility in compliance with the Immigration Reform and Control Act of 1986, obtain a current tuberculosis clearance and submit to a criminal history background check prior to beginning work.

### **SEND ALL INFORMATION AND INQUIRIES REGARDING THE HIRING PROCESS TO:**

Human Resources  
Lake Tahoe Community College District  
One College Drive, South Lake Tahoe, CA 96150  
(530) 541-4660, ext. 226; *FAX: (530) 541-8611*  
humanresources@ltcc.edu

**All inquiries are considered confidential.**



## CLASSIFIED EMPLOYMENT INFORMATION

1. A completed District application form must be submitted for each position. To ensure being considered for a classified position with Lake Tahoe Community College, candidates must submit all materials requested in the vacancy announcement by the deadline date. Submission of requested materials is the candidate's responsibility.
2. Candidates wishing to apply for more than one position must submit duplicated materials for each position.
3. If a particular test is being given for the position, you will be notified of the testing time and place.
4. Interviews are held on the campus where the position is located. A second interview may be required of top candidates.
5. In the interview, consideration will be given to various factors, including, but not limited to, education, experience, personal development, ability to work with others, initiative and sensitivity.
6. Travel costs related to the interview or testing will be at the expense of the candidate.
7. The District reserves the right to investigate past employment records of any candidate.
8. The District reserves the right to re-advertise a position or to delay indefinitely the employment of a person for a position if it is deemed by the District that applicants for the position do not constitute an adequate affirmative action recruitment pool.
9. Applicants will be notified when the position is filled. The District does not return to the candidate materials submitted an application for the position. Applications are kept in our file for a period of one year.
10. As required by the Affirmative Action policy of Lake Tahoe Community College District, the Human Resources Department is required to maintain a file that will yield the composition of the applicant flow by minority group and sex. A form will be provided for this purpose. Completing and returning the form is on a voluntary basis by the candidate. If returned, the form will be kept separate from the application and placed in an Applicant Flow File. This information will not be used as a part of our screening process.
11. Lake Tahoe Community College District is an Equal Employment Opportunity Employer.

## LAKE TAHOE COMMUNITY COLLEGE DISTRICT

### Director of Fiscal Services

**Class Title:** Director of Fiscal Services  
**Bargaining Unit:** Director Meet and Confer  
**Range:** 54  
**Salary:** \$72,540 to \$88,392 annually  
\$6,045 to 7,366 monthly

#### **Definition:**

Under the direction of the Vice President, Administrative Services, plan, coordinate, direct and implement the activities of the Fiscal Services Department including budget, payroll, accounts payable, accounts receivable, audit and complete accounting functions for all funds of the District. Supervise and review the work of department staff; audit activities of other departments having financial impact on the District.

#### **Distinguishing Characteristics:**

The Director of Fiscal Services serves as the department head for Fiscal Services. It is distinguished from other fiscal service staff by the high level of responsibility, interaction with high level District administrators, decision-making authority assigned, and ability to multi-task and resolve complex issues.

#### **Representative Duties:**

- ❖ Supervise Fiscal Services department; assign tasks, determine priorities and review work for Fiscal Services including budget development and monitoring, accounting, payroll, accounts payable, accounts receivable and auditing for all funds of the District including foundation funds; provide support/direction for Purchasing Technician in matters related to appropriate expenditure of funds; ensure compliance with all federal and state requirements, as well as district policy; review and recommend approval of expenditure of district funds; monitor District's cash flow; sign checks for vendor payment.
- ❖ Develop district budget; determine revenue and payroll projections; present to administration, governance councils and board of trustees, and monitor/revise as needed; assist budget managers with departmental budget development and maintenance; maintain current knowledge of state and federal restrictions for receipt and expenditure of categorical funds and apprise appropriate district staff of changes.
- ❖ Conduct and/or oversee audits of district operations including regular detailed examination of A/P, A/R and payroll transactions; investigate abnormalities or variances; develop and implement policies/procedures to ensure the safety of the District's assets; coordinate annual independent audit, including interim audit; respond to findings; monitor compliance issues.
- ❖ Recommend and oversee implementation of any software used to maintain accounting, budget and payroll information/processes; approve user access and appropriate access

levels; provide training to district staff; develop and maintain procedures for software use; make recommendations for new/enhanced features.

- ❖ Prepare or oversee preparation of periodic reports for internal and external uses; analyze, evaluate, monitor financial reports of the district; research and prepare reports as requested by administration; serve on District and other committees as necessary; serve as liaison with County Office of Education; represent the district's interest in business activities; communicate County Office of Education procedures to district staff; provide technical assistance to all departments as it relates to receipt and expenditure of funds, cash handling, payroll, and budget balances; and perform related duties as assigned.

### **Employment Standards:**

#### Knowledge of:

- ❖ Principles and practices of management, supervision and administration in a public agency.
- ❖ Local, state and federal laws, regulations, policies and practices governing finance and accounting in a public agency.
- ❖ Generally accepted accounting principles including governmental fund accounting.
- ❖ Auditing principles, practices and techniques.
- ❖ Financial statements and other appropriate accounting report preparation.
- ❖ Computer utilization as it relates to finance and auditing.
- ❖ Budgeting and accounting techniques, methods and principles of a community college district.
- ❖ Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, religious, sexual orientation and disability backgrounds of community college students and employees.
- ❖ Automated financial systems

#### Ability to:

- ❖ Effectively plan, organize, direct and manage personal and staff workload and projects despite limited resources.
- ❖ Work cooperatively in a shared governance environment.
- ❖ Use creative and flexible critical analysis skills to provide resolutions to complex problems.
- ❖ Understand and interpret complex local, state and federal laws, regulations, policies and practices.
- ❖ Conduct studies, analyze complex statistical and financial data and prepare clear and concise reports.
- ❖ Design and implement complex account coding systems.
- ❖ Oversee the maintenance of the Chart of Accounts to ensure compliance with reporting requirements.
- ❖ Analyze financial data and prepare comprehensive accounting reports, forecasts and recommendations.

Prepare quarterly and annual financial statements.

- ❖ Apply accounting and auditing principles to community college accounting.
- ❖ Communicate clearly and effectively both orally and in writing, including presentations to various campus constituent groups and the Board of Trustees.
- ❖ Establish and maintain effective and cooperative relations with program coordinators, administrators, school business officials and the public.

**Education and Experience:**

- ❖ Any combination equivalent to: bachelor's degree in accounting, business administration or related field, and five years progressively responsible professional budget and/or accounting experience. Experience in a California community college, K-12 school district or local government agency preferred but not necessary.
- ❖ Five years of experience in responsible leadership positions, preferably in public institutional setting.
- ❖ *Desirable Qualifications:*  
Certified Public Accountant (C.P.A.) or Certified Managerial Accountant (CMA).

**Additional Requirement (Licensure/Certification):**

- ❖ No additional requirement

**Supervision:**

- ❖ Direction received from the Vice President, Administrative Services.



One College Drive  
 South Lake Tahoe, CA 96150-4524  
 (530) 541-4660 ext. 221  
 Fax: (530) 541-7852

Position applied for: \_\_\_\_\_

## APPLICATION FOR CLASSIFIED EMPLOYMENT

PLEASE READ CAREFULLY: A resume may be attached but this does not relieve the requirement to COMPLETE ALL SECTIONS of this application. An incomplete application may disqualify you. A poorly completed application may work against you in the screening process. Read the job notice and description to be sure you meet the minimum requirements.

### PERSONAL

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last
First
Middle

Present Address \_\_\_\_\_  
Street
P.O. Box
City
State
Zip

Telephone No. \_\_\_\_\_  
Home
Business
Cell

Email Address \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.? \_\_\_\_\_ Are you under the age of 18? \_\_\_\_\_

Other than English, please list any language you speak and write fluently \_\_\_\_\_

Have you ever been convicted or pleaded nolo contendere for any crime other than a minor traffic violation? (A "yes" does not automatically disqualify you from further consideration. You will be fingerprinted.) \_\_\_\_\_

***If yes, please describe in full on a separate page.***

### RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed	Did You Graduate?	List Diploma or Degree
High			1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (specify)			1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our district? \_\_\_\_\_

\_\_\_\_\_

Other relevant skills or certifications? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LIST EMPLOYMENT FOR THE PAST 10 YEARS BELOW, BEGINNING WITH YOUR MOST RECENT**

<b>1.</b> Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

<b>2.</b> Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

<b>3.</b> Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

<b>4.</b> Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

<b>5.</b> Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

May we contact the employers listed above? \_\_\_\_\_ If not, indicate by No. which one(s) you do ***not*** wish us to contact: \_\_\_\_\_

**MILITARY SERVICE RECORD**

Were you in the Armed Forces? \_\_\_\_\_ If yes, what Branch? \_\_\_\_\_ Rank \_\_\_\_\_



**REFERENCES**

Please list persons who have recent knowledge of your professional qualifications.

NAME	TITLE/COMPANY	PHONE
1.		
2.		
3.		

**PLEASE READ AND SIGN BELOW**

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative bureaus of your choice.

---

Signature of Applicant

**AN EQUAL OPPORTUNITY  
EMPLOYER**

**Lake Tahoe Community College  
Demographic Survey (Confidential)**

The following information is necessary for Lake Tahoe Community College to evaluate its recruitment and hiring practices and to prepare reports required by state and federal agencies. The information you provide is strictly confidential and is removed from your application form. Your cooperation in voluntarily providing this information is greatly appreciated.

Name:		Position Applied For:	
Date:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you need any accommodation(s)? <input type="checkbox"/> Yes If yes, please call Human Resources at (530) 541-4660, ext. 226.		*As defined in the Americans with Disabilities Act of 1990, a disabled person is one who: 1) Has a physical or mental impairment which substantially limits one or more major life activities; 2) Has a record of such an impairment; or 3) Is regarded as having such an impairment.	
Heritage:	<input type="checkbox"/> <b>Asian excluding Filipino:</b> All persons having origins in any of the original people of the Far East or Southeast Asia (Chinese, Japanese, Korean, Laotian, Cambodian, Vietnamese, Asian Indian, Other Asian). <input type="checkbox"/> <b>Black/African-American:</b> (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa. <input type="checkbox"/> <b>Filipino:</b> All persons having origins in any of the original people of the Philippine Islands <input type="checkbox"/> <b>Hispanic</b> (Chicano/Latino/Mexican-American): All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race. <input type="checkbox"/> <b>Native American:</b> All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition. <input type="checkbox"/> <b>Pacific Islander:</b> All persons having origins in Guamanian, Hawaiian, Samoan or other Pacific Islander group. <input type="checkbox"/> <b>White/Caucasian</b> (not of Hispanic origin): All persons having origins in any of the original people in Europe, the Indian Subcontinent, or the Middle East. <input type="checkbox"/> <b>Other foreign national</b> (please specify): <input type="checkbox"/> <b>Decline to state</b>		
Status:	<input type="checkbox"/> Veteran <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident		

Recruitment Information: How did you hear about this position/job?

- Chronicle of Higher Education
- Chancellor's Registry
- College Employee
- College Placement Office
- District Web Site
- Local Publication:  Tahoe Tribune;  Other (please specify):
- Job Fair (please specify location):
- Journal or other discipline publication (please identify):
- Word of Mouth
- Other (please specify):

We appreciate your assistance in providing statistics to help us improve our recruitment efforts.

**Lake Tahoe Community College, One College Drive, So. Lake Tahoe, CA 96150**