



3600 M STREET, MERCED, CALIFORNIA 95348-2898

OFFICE of  
HUMAN RESOURCES

TEL 209.384.6295

FAX 209.384.6103

WWW.MCCD.EDU

MANAGEMENT  
JOB OPPORTUNITY

*An Equal Opportunity Employer  
actively seeking applications  
from racial/ethnic minorities, women  
and persons with disabilities.*

**Position:** Director of Business and Fiscal Services Mgmt Range 5

**Salary:** Full Salary Range \$84,762 – \$131,651 (additional compensation for doctorate)  
Salary will be commensurate with experience

**Closing Date:** November 8, 2017, 12:00 pm, PST

**Beginning Date:** Approximately December 2017

**MINIMUM QUALIFICATIONS**

**Required:**

- Bachelor's degree from an acceptable accredited institution in business administration or accounting.
- Five years of increasing responsibility in financial accounting and business in a public agency or educational institution.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

**Preferred:**

- Master's Degree in business administration, accounting or related field or a C.P.A. license.

**General Description:**

Under the general direction of the Vice President of Administrative Services, the Director of Business and Fiscal Services is responsible for the administration and supervision of the District's payroll, financial reporting, external audits, accounting services, cost analyses, financial modeling and forecasting, grants, and Education Code provisions. Monitors and directs the daily business and financial operations and is responsible for providing support for, and oversight of, the execution of the annual fiscal accounting closing process and internal and external audit processes. Provides technical expertise and guidance to District administrators concerning budget, accounting, and financial matters.

**Essential Functions:**

- Manages the District's budget development process.
- Manages and directs the proper use of all Business Services functions and ensures the proper application of processes.
- Manages the development of new computer applications and systems that affect the financial operations of the district.
- Plans for and directs accurate and appropriate compliance standards consistent with all State, Federal and local laws, Board policies and regulations governing financial operations of the district.
- Establishes and reviews fiscal related audit trails, internal controls and other mechanisms consistent with principles of sound financial management including suggestions for taking corrective action.

- Audits the operations of the District for compliance to the rules and regulations of the State Chancellor's Office and the policies of the District.
- Makes recommendations on matters regarding the District's accounting and financial auditing and reporting functions.
- Responsible for coordinating the external audit process with independent audit firms including audit of purchase orders, contracts and grants.
- Analyzes, prepares, reviews and evaluates comprehensive financial statements and reports related to the District's income, accounts and investments.
- Provides reports, statistical and financial data as required to provide budget status information and support.
- Plans, organizes, directs and participates in the design and implementation of improved fiscal procedures for the District.
- Directs the development and implementation of the District's Chart of Accounts and ensures that compliance and reporting requirements will be met.
- Directs the development and maintenance of on-going banking management plan.
- Supervises the operation of the District's revolving cash fund and for making transfers between District funds maintained in the county treasury.
- Supervises the maintenance of records of expenditures, income and balances of all appropriations.
- Supervises and directs all accounting functions of the District and develops new procedures or accounting programs as needed.
- Ensures the completion and filing of claims for various special projects.
- Represents the District at state and national meetings and conferences dealing with compliance, accounting and other financial issues.
- Assures the maintenance and retention of appropriate financial records and documentation.
- Responsible for the preparation and submission of quarterly and annual financial statements.
- Plans, organizes, and directs the fiscal year-end closing process.
- Provides oversight of the District's deferred compensation plan and ensures compliance with applicable policies and procedures.
- Participates in the collective bargaining negotiations as required.
- Provides leadership and oversight to the District Payroll Office and Budget Analyst.
- Provides technical expertise and advice to management and administrators regarding budget and fiscal matters.
- Serves as the District's Disbursing Officer with access to counsel independent of the Board of Trustees.
- Prepares special reports as necessary to support the operation and financial planning activities of the District.
- Performs other duties as assigned by the Vice President of Administrative Services.

**Knowledge of:**

- Principals of accounting, budget control, auditing practices, contracts, and fiscal procedures and methods.
- Laws, regulations, and terminology applying to school district accounting, purchasing and contracting operations.
- Management and budgeting practices.
- Supervisory methods and the ability to supervise, train, evaluate, and motivate personnel.
- Municipal financing including capital leases, COPS, and TRANS.

**Ability to:**

- Train, supervise, evaluate and motivate personnel.
- Analyze complex financial and statistical data and prepare accounting statement/reports, summary conclusions and recommendations in accordance with generally accepted accounting principles.
- Analyze and troubleshoot difficult situations accurately and implement effective courses of action.
- Develop appropriate methods to accomplish a variety of accounting transactions.

- Develop, analyze, and maintain division budget.
- Interpret complex data and information.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Plan, organize, direct, and control the activities, services, and operations of District Fiscal Services office.
- Provide technical expertise and guidance to District administrators concerning budget, accounting, and financial matters.
- Develop methods and approaches to best estimate current and future revenues and expenditures.
- Operate computerized accounting system software.
- Work independently with little direction.
- Maintain accurate and complete records.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain confidentiality and discretion in all work matters.

**How to Apply:** All applicants must provide the following items by the closing date in order to be considered for this recruitment. ***Documents may be emailed or faxed in order to meet the deadline, but all documents must be clear and legible. Email to: [HR@mccd.edu](mailto:HR@mccd.edu), or Fax: 209-384-6103 or mail: Yeng Her, Office of Human Resources, Merced College, 3600 M Street, Merced, CA 95348-2898***

1. Completed District application form available online  
<http://www.mccd.edu/offices/hr/jobs/management.html>
2. Letter of interest addressing your qualifications for the position
3. Resume
4. List five professional references
5. Legible unofficial college transcripts (undergraduate and graduate). **Transcripts must include the degree major and date the institution granted the degree.** Official copies are not required unless applicant is hired.
6. Foreign transcripts must include a U.S. evaluation and translation.

It is the applicant's responsibility to ensure that all required materials are in the Human Resources Office on the filing deadline. Incomplete application packets will not be considered. All materials submitted in your application file become District property and will not be returned to you.

Individuals with disabilities may request any needed accommodation to participate in the application process. Please submit your request with your application to the Human Resources Office.

**Interview Information:** Those applicants deemed most qualified for the position will be invited to appear for oral interviews before a screening committee. The interview process may include a pre-interview writing assessment. Finalist interviews with district administrators will follow the same or next day. A limited number of candidates will be invited to interviews. **Expenses for travel and accommodations will be the responsibility of the candidates.**

**Employee Benefits:** The District pays (with small contribution from employee) health, prescription, vision and dental insurance premiums for the employee and dependents. Life and income protection insurance premiums are provided for the employee only, as well as paid vacation, sick leave, and holidays.

**Condition of Employment:** The selected candidate must be livescanned and tested for tuberculosis at his/her own expense prior to the start of employment. The Immigration Reform Act of 1986 requires verification of the right to work in the United States. Applicant must be able to perform essential functions of the position with or without reasonable accommodations. **All offers of employment are subject to approval by the Board of Trustees.**