Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section on the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, February 19, 2014. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a written exercise and/or an oral presentation related to the assignment will be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

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NOC CCD – “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our college students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in our continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2013-14 was $190 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion and basic skills mastery, vocational certificates, and self-development courses.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.

For further information about the position contact:
Rodrigo Garcia – District Director, Fiscal Affairs
rgarcia@nocccd.edu
THE POSITION
DISTRICT MANAGER, FISCAL AFFAIRS
JOB #DEM995
STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of the District Director of Fiscal Affairs, this position is responsible for performing a variety of responsible duties related to the District’s budget and accounting management. The District Manager, Fiscal Affairs is responsible for managing the daily operations of the District Fiscal Affairs Office.

DUTIES AND RESPONSIBILITIES
Duties as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

Assist in planning, and directing of District financial operations and activities, including general accounting and auditing, accounts payable, accounts receivable, payroll, grants management, student financial aid, and financial reporting; assure compliance with applicable federal, state and local laws and regulations and professional accounting standards; approve all purchase requisitions; provide technical support and advise District staff regarding budget and accounting procedures.

Collaborate with District and campus administrative staff to assist with the development of the District’s tentative and final budgets; approve budget transfers and modifications, assuring compliance with District policy and applicable laws and regulations; coordinate and assist in directing the year-end financial closing; analyze accruals and carryover budgets; coordinate, maintain and balance the general ledger and budget with County officials.

Oversee the budgets, accounting transactions and financial reports for categorical and special programs, including the Federal Student Financial Aid Program; monitor the cash balance for the Federal Aid Program and coordinate financial aid payments with the campus, assure compliance with program laws, regulations, guidelines and contractual requirements; reconcile income, expenditures and year-end closing of programs; assure compliance with applicable reporting requirements.

Develop financial projections, analyses and various reports related to the operations and activities of the District Fiscal Affairs Office, including purchase requisitions, vouchers, billings, bank statements, account reconciliations and personnel records.

Monitor employee position control as it relates to the budget and maintain the District’s personnel budget; analyze personnel changes and effects on cost allocations; maintain and reconcile faculty load banking transactions.

Direct and maintain accounting and reporting systems for the effective monitoring and control of fiscal operations; analyze and review accounting procedures; formulate and implement revisions as necessary to ensure efficient fiscal administration. Develop and implement plans to facilitate and improve operations and programs; provide leadership and technical assistance to personnel in designing and implementing corrective processes and procedures. Maintain current knowledge of federal, state and local laws, rules and regulations related to fiscal operations.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes. Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

Organize, attend or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and campus personnel.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

REQUIRED QUALIFICATIONS
Bachelor’s degree in accounting, business administration, finance, or related field from a regionally accredited institution.

Minimum of three years of increasingly responsible experience in a variety of accounting and fiscal operation functions, including at least one year in a supervisory position. Demonstrated experience with computerized financial information systems and their use in financial analysis and reporting.

DESERABLE QUALIFICATIONS
Possession of an advanced degree in accounting, business administration, finance, or related field from a regionally accredited institution.

CPA Certification.

Administration or supervisory experience in public education, preferably at a community college.

Familiarity with the Banner or any other finance enterprise system.

Effective interpersonal, verbal and written communication skills.

SALARY
This is a designated classified management position subject to a one-year probationary period. The initial salary placement range is $65,812 - $108,577 annually, 12-month contract, plus an additional $2,600 annually for an earned doctorate from an accredited institution.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

APPLICATION PROCEDURE
Reference JOB #DEM995 in all correspondence. Download the District Classified Management Application on our website at http://www.nocc.edu or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Classified Management Application as a complete package.

A complete application package MUST include the following:

1. Completed District Classified Management Application.
2. Letter of interest which provides examples from your background and experience that address the qualifications, duties and responsibilities listed in this brochure and demonstrate how your knowledge and experience apply to this position.
3. Current resume describing educational background, professional experience, and other information pertinent to the position.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocc.edu/Employment for information regarding evaluation of foreign degrees.

BENEFITS
The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

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