DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, July 25, 2013. 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.

Application materials will not be returned. The District bears the sole responsibility for ensuring that the application package is complete upon submittal. 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. Rommeya Dr.
Anaheim, CA 92801

For further information about the position contact:
Fred Williams
Vice Chancellor, Finance and Facilities
fwilliams@nocccd.edu

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.
THE POSITION
DISTRICT DIRECTOR,
FISCAL AFFAIRS
JOB #DEM987

DIRECTOR OF FINANCE

STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of the Vice Chancellor of Finance and Facilities, this position is responsible for:

1. Preparing and presenting budget recommendations.
2. Planning, organizing, and coordinating fiscal operations.
3. Maintaining fiscal conformity with generally accepted accounting principles and contractual agreements.
4. Performing accounting oversight of funds and accounts.
5. Directing and maintaining accounting and reporting systems.
6. Directing and maintaining accounting and technical assistance to personnel in designing and implementing corrective processes and procedures.
7. Directing and maintaining accounting and reporting systems.
8. Plan, coordinate, and facilitate annual contract auditing of fiscal operations and activities; provide for proper internal auditing and control of District, college, and School of Continuing Education accounts; direct and participate in annual procedures for year-end closing of accounts.
9. Direct and participate in the development of budget proposals.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities as presented are intended to be representative and non-exhaustive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

Plan, organize, and direct District financial operations and activities including general accounting and auditing, accounts payable, accounts receivable, payroll, grants management and financial reporting; assure compliance with applicable federal, state and local laws and regulations.

Collaborate with the colleges and the School of Continuing Education to develop and implement the District’s annual budget and final budget; provide leadership in the development of budget proposals and budget allocation processes.

Perform accounting oversight of funds and accounts, including special programs and grants; review financial transactions and records to ensure solvency and conformance with generally accepted accounting principles and contractual requirements; monitor expenditures and other account activities to ensure expenditures are within budget; manage the revolving cash fund; serve as the District’s disbursing officer.

Develop financial projections; prepare and interpret financial statements, cash flow analyses and various reports required by federal and state agencies; prepare, review and maintain a variety of financial documents and reports related to the operations and activities of the District, colleges and School of Continuing Education in compliance with District procedures and legal requirements.

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; serve as a technical resource in providing recommendations and information regarding budget and accounting functions and activities.

Plan, coordinate, and facilitate annual contract auditing of fiscal operations and activities; provide for proper internal auditing and control of District, college, and School of Continuing Education accounts; direct and participate in annual procedures for year-end closing of accounts.

Direct and participate in the preparation and maintenance of a variety of financial and statistical information and reports related to fiscal operations; compile information and data to create various financial and statistical reports and statements; assure accurate and timely completion and submission of reports.

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 communication with District and college personnel, governmental agencies and various outside organizations to exchange information, resolve conflicts and issues and coordinate fiscal operations.

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 college 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.

OTHER FUNCTIONS

In addition to the essential functions, the District Director, Fiscal Affairs serves as the District Office of Finance and Facilities liaison with the colleges and the School of Continuing Education for matters related to budgeting and financial auditing.

REQUIRED QUALIFICATIONS

Bachelor’s degree in accounting or finance from a regionally accredited institution.

Five (5) 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.

The award of all degrees must be verifiable on a legible transcript.

DESIABLE QUALIFICATIONS

Advanced degree in business administration, accounting, finance, or related field.

CPA Certification.

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

Familiarity with the Banner finance system.

Experience with and commitment to working with culturally and ethnically diverse groups.

Effective oral 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 $112,105 - $141,850 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.

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.

APPLICATION PROCEDURE

Reference Job #DEM987 in all correspondence. Download the District Classified Management Application on our website at http://www.nocccd.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...