

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Assistant Director, Fiscal Services	Range: 19 (CL)	Management Schedule
Date Revised:		Date Approved:	January 27, 2026
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the general direction of an administrator, the Assistant District Director, Fiscal Services plans, organizes, and directs District-wide financial operations, including accounting, budget and forecasting, payroll posting, grants management, accounts payable and receivable, financial reporting, and student financial aid disbursement. The Assistant District Director ensures fiscal integrity, accuracy, and compliance with applicable federal, state, and local laws, regulations, and governmental accounting standards while promoting efficiency, transparency, and continuous improvement in financial practices and systems.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Assists with the planning, coordination, and direction of District-wide financial activities, including accounting, accounts payable and receivable, payroll posting, grants management, student financial aid disbursements, and reporting.
2.	Oversees the preparation and maintenance of general ledgers, financial statements, and related records in accordance with GASB, FASB, and other applicable standards.
3.	Ensures fiscal compliance with local, state, and federal regulations and internal policies.
4.	Collaborates with campus and District administrators to develop the tentative and final budgets and produce the annual budget book.
5.	Reviews and approves budget transfers, ensuring compliance with district policies and regulations.
6.	Directs the preparation of financial statements, projections, account reconciliations, and year-end closing activities.
7.	Develops and presents complex financial analyses, variance reports, and financial forecasts for negotiations and executive and Board review.
8.	Oversees fiscal management and reporting for federal, state, and categorical grants, ensuring compliance with applicable funding requirements.
9.	Monitors cash balances for federal aid programs and coordinate financial aid disbursements with campus offices.
10.	Provides technical accounting guidance to program administrators and ensures adherence to grant and contractual requirements.
11.	Serves as the functional lead for the finance component of the District's enterprise financial system.
12.	Directs system administration, troubleshooting, and implementation of upgrades or process improvements.
13.	Analyzes and revises accounting and reporting procedures to increase operational efficiency and accuracy.
14.	Maintains the District's chart of accounts, approval queues, and reporting structure.
15.	Ensures compliance with all fiscal regulations, including audit and grant reporting requirements, tax filings (e.g., 1099, 1098T, Form 990), and sales/use tax.
16.	Coordinates internal and external audits, implements corrective actions, and maintains internal controls to safeguard district assets.
17.	Regularly evaluates financial processes and systems, recommending and implementing improvements.

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18.	Supervises, trains, and evaluates assigned staff; provides technical guidance and professional development opportunities.
19.	Oversees cross-training programs, staff development, and orientation for new employees.
20.	Provides fiscal training Districtwide to improve understanding of budget and financial procedures.
21.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
22.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
23.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
24.	Performs other duties that support the overall objective of the position.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Bachelor's Degree from a regionally accredited institution in Accounting, Finance, Business Administration, or related discipline.

Five (5) years of progressively responsible experience in accounting, auditing, or financial management.

Two (2) years in a supervisory or management role.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Or, any combination of education and experience which would provide the required equivalent qualifications of the position.

**Desirable Qualifications**

Master's Degree in Accounting, Finance, or Business Administration, or related discipline.

Industry certifications:

- Certified Public Accountant (CPA)

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- Certified Management Accountant (CMA)
- Certified Government Financial Manager (CGFM)
- Experience with Enterprise Resource Planning (ERP) Systems such as Banner, PeopleSoft, or Workday.

Experience in shared governance in an educational setting.

Prior experience in approaching work and interactions with colleagues and students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge and understanding of District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment

Knowledge of and familiarity with the California Education Code and other applicable laws and regulations related to the area of assignment

Knowledge of state and federal laws, regulations, and audit and compliance requirements as they relate to community colleges, including Internal Revenue Service, State Chancellor's Office, Government Accounting Standards Board (GASB), and other regulatory agencies

Knowledge of Community College Budget and Accounting Manual

Knowledge of appropriate software and databases

Knowledge of accounting and auditing software

Knowledge of elements of contractual language

Knowledge of shared governance model

Knowledge and understanding of student services operations, including student advising, retention strategies, and support services

Knowledge of federal and state regulations related to student services, such as FERPA

Knowledge of student information systems, management information systems, databases, and data management practices

Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services

Knowledge of community college structures, processes, and student demographics

Ability to work independently and collaboratively within a team environment

Ability to interact positively and professionally with a diverse student population, faculty, and staff

Ability to interpret and apply federal, state, and local fiscal laws and regulations

Ability to assess, analyze, implement, and evaluate research project activities

Ability to plan and organize all fiscal functions in a manner that produces effective and efficient results

Ability to review and develop contracts

Ability to analyze problems, define issues, evaluate alternatives, and develop sound conclusions and recommendations in accordance with laws, regulations, rules, and policies

Ability to maintain confidentiality and handle sensitive information with discretion

Ability to learn and adapt to new software, systems, and processes as required

Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism

Ability to attend and participate in diversity, equity, and inclusion trainings and events

Ability to provide an inclusive and welcoming work/educational environment

Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff

Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work

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**SPECIAL REQUIREMENTS**

Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.

Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

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**WORKING CONDITIONS**

Office environment, subject to constant interruptions and frequent interaction with others; sitting for extended periods at a time (up to 2-3 hours); will require off-site duties and activities; frequent travel to other office or locations to attend meetings, events or conduct work.

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