



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Assistant Director, Fiscal Services	Salary Range:	22
Date Revised:	4/2/2026	Date Approved:	6/23/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the general direction of an administrator or designee, the Assistant 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 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.

DISTINGUISHING CHARACTERISTICS

The Assistant Director, Fiscal Services is distinguished by its comprehensive oversight of District-level fiscal management, encompassing complex accounting functions, grants and categorical program administration, and financial reporting. The Assistant Director requires advanced knowledge of governmental accounting standards (GASB), fiscal compliance requirements, and financial systems integration.

Unlike lower-level accounting management classifications, the Assistant Director is responsible for strategic fiscal leadership, development of financial systems and controls, and direct oversight of multiple fiscal service units such as Accounting and Accounts Payable. The Assistant Director serves as a key advisor to executive leadership, ensuring sound fiscal stewardship, regulatory compliance, and consistent implementation of financial policies across the District.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Leadership and Oversight of Fiscal Operations

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.

Budget Management and Financial Reporting

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.



Job Description

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.

Grants, Categorical, and Special Program Accounting

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 coordinates financial aid disbursements with campus offices.
10. Provides technical accounting guidance to program administrators and ensures adherence to grant and contractual requirements.

System Management and Process Improvement

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.

Compliance, Auditing, and Internal Controls

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.

Leadership, Supervision, and Professional Development

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.

Technology and Process Improvement

21. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.



Job Description

Diversity, Equity, and Inclusion

22. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

23. Performs other duties that support the overall objective of the position

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.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from a regionally accredited institution in Accounting, Finance, Business Administration, or related discipline; **AND**
- Five (5) years of progressively responsible experience in accounting, auditing, or financial management; **WITH**
- Two (2) years in a supervisory or management role.
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- 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.

DESIRABLE QUALIFICATIONS

- Master's Degree in Accounting, Finance, or Business Administration, or related discipline.
- Industry certifications:
 - Certified Public Accountant (CPA).
 - 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.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.



Job Description

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- 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.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Leadership and strategic planning.
- Budget preparation, financial forecasting, and complex reconciliations.
- Strong analytical, problem-solving, and critical thinking skills.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.



Job Description

Abilities:

- 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. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- 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.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer



Job Description

and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



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CONTINUING EDUCATION

Job Description

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.