

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Manager, Audit and Contract Management	Range: 19 (CL)	Management Schedule
Date Revised:	April 28, 2020	Date Approved:	September 9, 2014
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO SIX-MONTH PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of the Vice Chancellor of Finance and Facilities, and in conjunction with the District Director of Fiscal Affairs, this position is responsible for the internal audit functions of the District, augmenting the auditing activities of the independent external auditors, and serving as the District's technical expert on all audit matters. In addition, this position will function as the Administrator of the Contract Management System for the District and assist in development and validation of contract language.

### ESSENTIAL FUNCTIONS

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

1.	Develops and implements an internal audit plan for the District that tests and evaluates compliance with federal and state laws, District policies and procedures, and determines the accuracy and reliability of accounting, financial, Electronic Data Processing (EDP) systems, and other operating controls.
2.	Prepares and presents written reports for senior management, identifying issues of noncompliance and recommendations for corrective actions. Provides quarterly reports on the status of audits to the Board of Trustees.
3.	Conducts internal audits, special audits (requested by management), including independent contract audits; coordinates/assists with audits conducted by external agencies (i.e., IRS, FTB, etc.). Conducts assessments of internal controls to mitigate risk of fraud, waste, and abuse.
4.	Reviews audit findings with appropriate staff; conducts follow-up reviews on the status of recommendations made by both internal and external auditors and determines whether corrective action has been taken to improve deficient conditions.
5.	Develops, implements and updates accounting procedures, recommends appropriate accounting treatment and accounting adjustments, as necessary.
6.	Keeps abreast of District policies and procedures, current changes in local, state, and federal laws and regulations, current developments in accounting and auditing professions, or audit and compliance reviews related to community colleges; brings new developments to the attention of appropriate District staff.
7.	Functions as the Administrator of the Contract Management System with the overall responsibility of overseeing system functionality.
8.	Develops a thorough understanding of the Contract Management System (CMS) and system workflow; responds to CMS user issues, as necessary.
9.	Serves as the point of contact if vendor assistance is necessary for resolving problems or implementing system updates.
10.	Provides and/or assists in the training of District and college faculty and staff in the use of the Contract Management System, stressing the importance of a timely response and completion.

<p><b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b></p>
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11.	Ensures that the objective of contract management is achieved including, efficient routing of drafts, updating contracts and maintaining e-signed copies in the central contract database.
12.	Assists various departments with their concerns regarding contractual language, as necessary; informs senior management and/or obtains legal review, as needed.
13.	Trains, supervises, evaluates and directs the work of staff, as assigned; participates in selection and hiring processes.
14.	Attends a variety of meetings as required, serves on committees and special projects as assigned, coordinates programs and services as appropriate with other District and college faculty and staff.
15.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
16.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and other ethnic backgrounds of students.
17.	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.
18.	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.
19.	Perform related duties as assigned.

**OTHER FUNCTIONS**

None

**WORKING RELATIONSHIPS**

The District Manager, Audit and Contract Management maintains frequent contact with college and District faculty and staff, the Orange County Department of Education, the California Community Colleges Chancellor's Office, and other external agencies.

**EDUCATION AND EXPERIENCE**

**Required Qualifications**

Bachelor's Degree from an accredited institution, with a major in accounting, finance, business or a related field.

Valid California license to practice as a Certified Public Accountant or Certified Internal Auditor.

Four years of progressively responsible experience as an auditor with an internal auditing unit or with a commercial auditing firm in financial or operational auditing with direct experience in planning, organizing and independently performing audit tasks for financial audits, compliance audits, performance or operational audits, and internal control reviews.

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

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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 from an accredited institution in accounting, finance or business administration.

Audit experience in an educational institution with an automated accounting system.

Two years of progressive experience in reviewing contracts, affiliation agreements, and memorandum of understanding that apply to community colleges focusing on language that may result in potential liability.

Experience in reviewing contracts that obligates or benefits an institution.

Experience in planning and performing financial and compliance audits of California Community Colleges.

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

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

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

Knowledge of principles and practices of auditing, government auditing standards, accounting principles, and internal controls.

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, Governmental Accounting Standards Board, and other regulatory agencies.

Knowledge and experience with accounting and auditing software.

Knowledge of principles, practices and methods of organizational, operational, financial, administrative, and procedural research and analysis, including program evaluation and auditing methodologies.

Knowledge of elements of contractual language.

Knowledge of a shared governance model.

Knowledge of District organization, operations, policies and objectives.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of record keeping procedures.

Knowledge of budget preparation and maintenance.

Knowledge of appropriate software and databases.

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

Ability to exercise sound judgment in determining and carrying out proper audit procedures.

Ability to demonstrate skill in preparing concise written reports.

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.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

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Ability to maintain confidentiality regarding audit issues and findings.  
Ability to maintain highest levels of objectivity, professionalism, and integrity in all activities.  
Ability to make effective presentations to administrators and the Board of Trustees.  
Ability to interpret, apply and explain laws, regulations, policies and procedures.  
Ability to assess, analyze, implement and evaluate research project activities.  
Ability to analyze situations accurately and adopt an effective course of action.  
Ability to plan, organize and prioritize work.  
Ability to meet schedules and time-lines.  
Ability to work independently with little direction.  
Ability to understand and follow oral and written directions.  
Ability to communicate efficiently both orally and in writing.  
Ability to supervise, train and provide work direction to others.  
Ability to establish and maintain effective working relationships with others.

**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

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