



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	District Manager, Budget and Accounting	Salary Range:	21
Date Revised:	09/22/2026	Date Approved:	06/23/2026

PRIMARY PURPOSE

Under the general direction of an administrator or designee, the District Manager, Budget and Accounting plans, organizes, and manages District-wide budget development, forecasting, accounting, financial reporting, and compliance activities related to grants and categorical programs. The District Manager ensures fiscal integrity, accuracy, and adherence to federal, state, local, and sponsor requirements. The District Manager leads the District-wide budget process, prepares projections and forecasting, and oversees post-award financial operations, supervises assigned staff, and collaborates with District and campus administrators to support effective and compliant administration of all externally funded programs.

DISTINGUISHING CHARACTERISTICS

The District Manager, Budget and Accounting is distinguished by its specialized responsibility for the District-wide budget process, preparation of projections and forecasting; and the post-award fiscal management, accounting, and compliance of grants and categorical programs. Unlike general fiscal management roles, the District Manager focuses on budget, forecasting, and ensuring proper fund allocation, expenditure tracking, reporting accuracy, and adherence to grant and sponsor-specific regulations.

The District Manager, Budget and Accounting serves as a subject matter expert (SME) and liaison between District Finance, campus business offices, and program administrators, providing technical guidance on budgeting, reporting, and regulatory compliance. The District Manager demonstrates strong analytical ability, expert knowledge of grant accounting principles, and the capacity to interpret and apply complex fiscal regulations. The District Manager may also provide complex projections and forecasting for use in budgeting and or collective bargaining negotiations. The District Manager, Budget and Accounting differs from the District Director, Grants and Resource Development, which focuses on pre-award planning and strategic development; the District Manager's focus is primarily on budget, forecasting, and post-award fiscal administration.

ESSENTIAL FUNCTIONS

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

Post-Award Financial Management

1. Manages all fiscal aspects of grants and categorical programs, ensuring compliance with applicable laws, regulations, and sponsor requirements.
2. Reviews, approves, and monitors financial transactions, budget adjustments, expense transfers, journal entries, and payroll redistributions related to grants and categorical programs.
3. Reconciles receivable and liability accounts related to grants and categorical funds to ensure timely receipt or return of funds.
4. Oversees development and maintenance of financial records, ensuring proper documentation and audit readiness.



Job Description

5. Reviews and approves year-end analysis and accounting entries related to grants and categorical programs.

Budgeting, Reporting, and Compliance

6. Develops and maintains a comprehensive database for grant and categorical program budgets and expenditures.
7. Maintains and updates grant and categorical program budgets within the District's financial system, including entering new allocations and adjustments to ensure accurate and current budget records.
8. Prepares, reviews, and approves invoices, financial reports, drawdowns, and reimbursement requests.
9. Prepares and reviews required federal and state reports, including the Schedule of Expenditures of Federal Awards (SEFA) and Schedule of Expenditures of State Awards (SESA).
10. Coordinates and reviews the state CCFS-320 report.
11. Manages the District-wide budget process including but not limited to coordinating budget development for Tentative Budget and Proposed Budget with the District Finance and campus business offices; inputting and reviewing District-wide budgets; preparing and reviewing the annual budget calendar, budget presentations, and the proposed budget book and supporting analyses; creating and rolling budgets in the District's budget and financial system.
12. Prepares, reviews, updates, and posts position control for budgeting.
13. Prepares and reviews payroll and benefits reconciliations for accuracy and budgeting.
14. Prepares and reviews agenda items and supporting analyses for board and governance committee meetings related to budget, grants or categorical programs.
15. Prepares complex projections and multiyear forecasts for use in budgeting and or collective bargaining negotiations. Coordinates with Human Resources, District Finance, and other departments as needed.

Audit and Regulatory Oversight

16. Interprets and applies accounting principles, funding regulations, and sponsor terms to maintain fiscal compliance and reporting accuracy.
17. Ensures readiness for internal and external audits by maintaining accurate documentation and compliance with record retention policies.
18. Implements and monitors internal controls to safeguard grant and categorical funds.

Systems Administration and Process Improvement

19. Collaborates with District and campus administrators and staff to develop, update, and evaluate internal procedures to facilitate efficient budgeting, forecasting, and post-award administration.
20. Maintains and updates the chart of accounts for grants and categorical programs, including new fund numbers, accounts, and activity codes.
21. Monitors financial activity for grant and categorical programs, identifying potential issues or variances; communicates findings, provides fiscal guidance, and offers recommendations to campus and District administrators to ensure compliance and effective program management.



Job Description

22. Utilizes enterprise resource planning (ERP) systems and accounting software to manage budgets and ensure financial accuracy.

Collaboration, Training, and Communication

23. Utilizes enterprise resource planning (ERP) systems and accounting software to manage budgets and ensure financial accuracy.
24. Provides technical assistance and training to project directors and administrative staff to ensure understanding of fiscal procedures and compliance requirements.
25. Communicates proactively with stakeholders to address issues, resolve discrepancies, and promote effective financial management.
26. Receives and responds to inquiries, surveys, and information requests from internal and external auditors, government entities, private agencies, and vendors related to grants and categorical programs.
27. Coordinates communication and information sharing with campus and District departments as necessary to ensure accuracy and timely responses.

Policy Development and Institutional Support

28. Reviews and recommends updates to policies and procedures governing grants and categorical accounting.
29. Reviews and approves application of funds and grants for compliance with District board policies and administrative procedures, including indirect cost recovery and adequacy of staff resources and internal controls.
30. Prepares board items and/or reports, financial summaries, and presentations related to grants and categorical program funding.
31. Participates in committees and projects supporting District-wide fiscal planning and compliance.

Leadership, Supervision, and Professional Development

32. Supervises, trains, and evaluates assigned staff to ensure high-quality fiscal operations and compliance.
33. Promotes a collaborative, equitable, and inclusive work environment aligned with District initiatives.
34. Manages the department's budget; allocates and approves resources to support efficient operations.
35. Provides fiscal training Districtwide to improve understanding of budget and financial procedures.
36. Identifies and coordinates professional development opportunities for assigned staff related to the area of assignment.

Technology and Process Improvement

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

Diversity, Equity, and Inclusion

38. 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



Job Description

inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

39. 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 budgeting, forecasting, and grant or categorical accounting; **WITH**
- Three (3) years of experience as a supervisor or fiscal lead.
- **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)
 - Certified Government Financial Manager (CGPM).
- Experience in Enterprise Resource Planning (ERP) systems.
- Experience managing federal and state grant programs in an educational or public sector environment.
- 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 federal and state regulations governing grants and categorical programs.
- Knowledge of fiscal compliance, budget development, and financial reporting practices.
- 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:

- Managing budgets, reconciling accounts, and preparing detailed financial reports.
- Analyzing data and developing sound fiscal recommendations.
- Interpreting and applying complex fiscal laws and regulations.
- 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 ensure compliance with funding terms, audit standards, and reporting deadlines.
- Ability to lead, motivate, and mentor staff in a collaborative, inclusive work environment.
- 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



Job Description

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 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.

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



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



NOCE
NORTH ORANGE
CONTINUING EDUCATION

Job Description

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.