

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

Job Title:	Executive Director, Fiscal Affairs	Range: 37 (CL)	Management Schedule
Date Revised:		Date Approved:	May 23, 2023
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Reporting to the Vice Chancellor of Finance and Facilities, this position is responsible for providing leadership and the overall planning, administration, and advisement of Districtwide fiscal functions and activities such as: strategic planning, policy and procedure development, fiscal resources, fiscal health, payroll and retirement, accreditation, attendance reporting, annual audits, capital outlay project's fiscal oversight, and legal compliance. This position serves as the Chief Business Officer in the absence of the Vice Chancellor, Finance and Facilities.

ESSENTIAL FUNCTIONS

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

1.	Plans, organizes, directs and leads activities and the operations of District Fiscal Affairs, assuring compliance with applicable laws, codes and regulations; develops strategic initiatives for district-wide fiscal management and practices; develops Fiscal policies and procedures; interprets laws and advises District and campus staff regarding policies and procedures.
2.	Provides leadership and direction for fiscal strategies, accountability, solvency, and sound business practices; provides leadership and assistance to the District's budget planning and development such as the District's Resource Allocation Model, budget proposals, multi-year forecasts and plans, and other budget allocation processes, ensuring all policies, processes and systems are implemented and executed.
3.	Provides consultation, technical expertise, strategies, and recommendations to the Vice Chancellors, Chancellor, Board of Trustees, management, and shared governance committees in budget matters, including but not limited to state funding, internal resource allocation, apportionment, attendance accounting, faculty obligation numbers; conduct research and analysis of technical subject matter in areas directly and tangentially related to fiscal and budget matters.
4.	Provides leadership in the administration, and implementation of laws, regulations, and policies; oversees and provides review, analysis and guidance of proposed legislation, laws, and regulations relating to fiscal affairs, financial matters, and community colleges; recommends and develops legislative policy and legal changes to serve the needs of the District.
5.	Leads the ongoing development and implementation of the District's internal Resource Allocation Model (RAM) and is responsible for annually reviewing the RAM and making recommendations for changes through the shared governance process; analyzing the effectiveness of the model, its ability to meet operational needs across the district, and providing direction and insights; directs and collaborates with the colleges and NOCE to develop and implement the District's annual tentative and final budgets in accordance with statutory guidelines.

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6.	Monitors and reviews the Capital Outlay project budgets, including bond-funded projects in collaboration with the District Director, Facilities and the campus VP's. Leads the assessment, development, and implementation of new processes with the bond project management team to ensure continuity and successful completion of projects.
7.	Directs, develops, and participates in the preparation and maintenance of a variety of financial and statistical information and reports related to fiscal operations, including but not limited to financial projections, financial statements, cash flow analysis, reports to federal and state agencies; compiles information and data to create various financial and statistical reports and statements; assures accurate and timely completion and submission of reports in compliance with District procedures and legal requirements.
8.	Organizes, attends, or chairs a variety of committees and task forces related to Fiscal Affairs as required; responsible for the district-wide resource allocation model; directs and coordinates the evaluation and modification of the allocation model. Chair a twice monthly Budget Officers meeting with the campus Vice Presidents and the Director of Administrative Services to gather input, hear about emerging issues, and develop strategies for better districtwide operations. Chairs administrative and staff meetings as required; coordinates programs and services as appropriate with other District and campus personnel.
9.	Serves as NOCCCD liaison to state and other external agencies as advocate for the District and for the California Community Colleges system regarding Fiscal and related matters. Maintains communication with District and college personnel, governmental agencies and various outside organizations to exchange information, resolve conflicts and issues and coordinate fiscal operations. Represents the Fiscal Affairs Department at Board of Trustee meetings and present information as required.
10.	Provides leadership, direction, and assistance to evaluate and recommend structural and technological changes in support of budget, accounting, and payroll operations districtwide. Provides leadership and technical assistance to personnel in designing and implementing corrective, updated, and new processes and procedures to facilitate and improve operations and programs. Directs and maintains accounting and reporting systems for the effective monitoring and control of fiscal operations; analyzes and reviews accounting procedures.
11.	Oversees and evaluates districtwide central fiscal and related services and operations; leads improvements and innovations in fiscal analysis, forecasting, and reporting, leveraging skills of subject matter experts, as needed, to realize goals; guides the resolution of issues for the District's internal Enterprise Resource Planning system, Banner; provides insights and leadership in applying an understanding of cross-departmental and system dependencies for successful innovations.
12.	Serves as the District's Chief Disbursing Officer with the Orange County Department of Education, to whom the District is fiscally accountable. This position has the authority, even above the Chancellor and the Vice Chancellor, Finance & Facilities, in the legality of expenditures, and has access to legal counsel and direct access to the Board under such circumstances.
13.	Plans, organizes, directs and leads District Accounting & Fiscal Services department activities and programs including General Accounting, Controls and Financial Risk, Accounts Payable, Travel and Disbursements, Tax Compliance and Reporting, Payroll, Financial Management Support, and Student Financial Services, Contract & Grant Accounting; assures compliance with applicable federal, state and local laws and regulations.
14.	Performs accounting oversight of funds and accounts, including special programs and grants; reviews financial transactions and records to ensure solvency and conformance with generally accepted accounting principles and contract requirements; monitors expenditures and other account activities to ensure expenditures are within budget; manages the revolving cash fund.

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15.	Plans, coordinates and facilitates annual contract auditing of fiscal operations and activities; provides for proper internal auditing and control of District, college and NOCE accounts; directs and participates in annual procedures for year-end closing of accounts.
16.	Identifies and develops appropriate communication and training on the District's Resource Allocation Model (RAM) and the State's Student Centered Funding Formula (SCFF) across the organization; guides campus Vice Presidents and Director of Administrative Services in understanding and implementing these funding formulas to ensure that the models are widely understood; acts as a resource to the Board of Trustees and to Chancellor's Staff on understanding these formulas and the impacts on districtwide decisions; plans the annual budget workshop in support of building institutional knowledge as well as in support of accreditation fiscal standards.
17.	Collaborates with constituents districtwide and the District's Professional Development Department to identify knowledge gaps for fiscal processes and information. Leads and guides the managers of accounting and payroll in the development of resources and training of districtwide fiscal and payroll processes.
18.	Mentors and develops future leaders to be more fluent with regards to fiscal information and to prepare to manage budgets and related processes. Assists and promotes the growth and success of a diverse population of employees through the development of interculturally competent and equity minded management and leadership abilities.
19.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
20.	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.
21.	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.
22.	Perform related duties as assigned.

OTHER FUNCTIONS

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

WORKING RELATIONSHIPS

The Executive Director, Fiscal Affairs maintains frequent contact with college/campus and District departments and personnel, the Orange County Department of Education, the California Community Colleges Chancellor's Office, and other outside agencies.

EDUCATION AND EXPERIENCE

Required Qualifications

Bachelor's degree in accounting, business administration, finance, or related field from a regionally accredited institution.

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Minimum of five 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 financial information software applications and systems and their use in financial analysis and reporting.

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

Possession of an advanced degree in business administration, accounting, finance, or related field from a regionally accredited institution.

CPA Certification.

Five or more years of experience managing experience in public education, preferably at a community college.

Familiarity with the Banner finance system.

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 budget development and analysis, accounting internal controls, contract administration, purchasing and accounts payable procedures

Knowledge of District organization, operations, policies and objectives

Knowledge of generally accepted accounting principles as they relate to governmental agencies

Knowledge of California Education Code and Title 5 requirements relating to budget and accounting

Knowledge of the Community College Budget and Accounting Manual

Knowledge of appropriate software and databases

Knowledge of accounting and record keeping procedures

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

Knowledge of a shared governance model

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

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Ability to meet schedules and timelines
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others
Ability to understand and follow directions
Ability to communicate efficiently

SPECIAL REQUIREMENTS

None

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.
