



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Executive Director, Fiscal Services	Salary Range:	39
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 manager, the Executive Director, Fiscal Services provides strategic leadership and oversight of all District-wide fiscal operations, ensuring sound financial management, compliance with laws and regulations, and transparency in resource allocation. The Executive Director develops and implements fiscal policies, systems, and strategies to maintain solvency, accountability, and effective stewardship of public funds.

The Executive Director, Fiscal Services serves as a key advisor to executive leadership and the Board of Trustees on complex budgetary, financial, and legislative matters impacting the District.

DISTINGUISHING CHARACTERISTICS

The Executive Director, Fiscal Services is distinguished from other fiscal management classifications by its broad District-wide scope and responsibility for strategic leadership, financial integrity, and compliance across all campuses and centers. The Executive Director serves as the District's chief fiscal authority, overseeing accounting, budgeting, payroll, financial reporting, and fiscal policy development.

Unlike other management positions that focus on single functional areas, the Executive Director provides comprehensive leadership across all financial operations, including budget development, forecasting, capital projects, bond funds, audits, and resource allocation and represents the District to external agencies, the Board of Trustees, and state organizations.

The Executive Director, Fiscal Services requires deep knowledge of California community college fiscal systems, government accounting standards, and educational funding formulas, as well as the ability to lead complex financial strategies in support of equity, access, and institutional sustainability.

ESSENTIAL FUNCTIONS

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

Fiscal Leadership and Strategic Planning

1. Provides vision and direction for districtwide fiscal services, including accounting, budgeting, disbursements, and financial management systems.
2. Oversees development and execution of multi-year financial plans, resource allocation models, and forecasting tools to support institutional priorities.
3. Advises executive leadership, the Board, and campus administration on fiscal trends, funding projections, and policy implications.



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Budget Development and Resource Allocation

4. Directs the development, monitoring, and administration of the District's annual budget in compliance with state, federal, and local requirements.
5. Leads implementation and continuous improvement of the District's Resource Allocation Model (RAM), ensuring equity, efficiency, and alignment with institutional goals.
6. Develops and evaluates budgetary policies, ensuring integration with the State's Student-Centered Funding Formula (SCFF) and other fiscal frameworks.

Fiscal Operations and Compliance Oversight

7. Oversees districtwide accounting, payroll, accounts payable, disbursements, and financial reporting functions.
8. Ensures adherence to Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and Education Code requirements.
9. Directs and oversees preparation and review of financial reports, projections, and statements for the Chancellor, Board, and state agencies.
10. Oversees external audits and implements corrective actions as needed to ensure fiscal integrity.
11. Serves as Chief Disbursing Officer, maintaining fiscal accountability with the Orange County Department of Education.

Legislative, Policy, and Regulatory Leadership

12. Interprets and applies complex fiscal laws, regulations, and Education Code provisions; provides recommendations on legislative and policy changes affecting the District.
13. Serves as liaison with state, regional, and external agencies to advocate for district fiscal interests and represent the community college system.
14. Develops and updates Board policies, administrative procedures, and internal controls related to financial operations.

Capital and Special Funds Administration

15. Monitors and manages capital outlay, bond-funded projects, and restricted funds in coordination with Facilities and campus leadership.
16. Oversees fiscal aspects of grants, contracts, and categorical programs to ensure compliance and effective fund utilization.
17. Ensures accurate accounting and reporting for all district special projects and financial commitments.

Collaboration, Training, and Capacity Building

18. Chairs districtwide budget and fiscal committees; facilitates collaboration among colleges, NOCE, and central services.
19. Mentors and develops managers and staff to strengthen fiscal leadership capacity and promote intercultural competence in fiscal administration.

Leadership, Supervision, and Professional Development

20. Supervises, trains, and evaluates assigned staff; provides coaching and performance feedback, as needed.



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21. Participates in the District's recruitment process; recruits, selects, and onboards new staff; establishes goals and performance expectations.
22. Identifies, organizes, and coordinates professional development opportunities to enhance staff knowledge, skills, and performance.
23. Promotes a collaborative, inclusive, and high-performing team culture focused on service excellence and results.

Technology and Process Improvement

24. Directs continuous improvement of financial management systems, including Enterprise Resource Planning (ERP) systems and reporting tools.
25. Identifies and implements technological solutions to enhance fiscal reporting, analytics, and transparency.
26. Leads efforts to standardize districtwide fiscal processes and ensure data-driven decision-making.
27. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

28. Promotes equitable fiscal practices that support access, student achievement, and workforce diversity.
29. Demonstrates cultural competence and inclusive leadership in all fiscal and operational decision-making.
30. 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

31. Attends and participates in District-wide committees and special projects, as assigned.
32. 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, Business Administration, Finance, or related discipline; **AND**
- Eight (8) years of progressively responsible experience in a variety of accounting and fiscal operations; **WITH**
- Three (3) years in a supervisory role.
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**



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- 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 a related discipline.
- Five (5) years of management experience in a public sector or higher education environment.
- Industry certifications:
 - Certified Public Accountant (CPA).
- Experience in a higher education environment.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

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, Title 5, and other applicable laws and regulations related to the area of assignment.
- Knowledge of governmental accounting principles, audit standards, and fiscal policies.
- Knowledge of budget development and analysis, accounting internal controls, contract administration, purchasing, and accounts payable procedures.
- Knowledge of Community College Budget and Accounting Manual.
- Knowledge and understanding of fiscal management, reporting standards, and fiduciary responsibilities.
- Knowledge of appropriate enterprise software and databases relevant to the area of assignment.
- 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:



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- Strong analytical, forecasting, and data interpretation.
- Leadership and strategic planning.
- Critical thinking and problem-solving.
- 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.

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 plan, organize, and direct complex fiscal operations across multiple entities.
- Ability to demonstrate a commitment to fiscal transparency, accountability, and institutional equity.
- Ability to analyze problems, design solutions, and implement effective process improvements.
- Ability to interpret and apply federal, state, and local fiscal laws and regulations.
- Ability to perform complicated mathematical calculations and analyses.
- 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 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.



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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, unassisted. 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.



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Cypress College



Fullerton College



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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 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.