

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Manager, Fiscal Affairs	Range: 19 (CL)	Management Schedule
Date Revised:	December 3, 2013	Date Approved:	September 1986
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the District Director of Fiscal Affairs, this position is responsible for performing a variety of responsible duties related to the District's budget and accounting management. The District Manager, Fiscal Affairs is responsible for managing the daily operations of the District Fiscal Affairs Office.

ESSENTIAL FUNCTIONS

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

1.	Assists in planning, and directing of District financial operations and activities, including general accounting and auditing, accounts payable, accounts receivable, payroll, grants management, student financial aid, and financial reporting; assures compliance with applicable federal, state and local laws and regulations and professional accounting standards; approves all purchase requisitions; provides technical support and advises District staff regarding budget and accounting procedures.
2.	Collaborates with District and campus administrative staff to assist with the development of the District's tentative and final budgets; approves budget transfers and modifications, assuring compliance with District policy and applicable laws and regulations; coordinates and assists in directing the year-end financial closing; analyzes accruals and carryover budgets; coordinates, maintains and balances the general ledger and budget with County officials.
3.	Oversees the budgets, accounting transactions and financial reports for categorical and special programs, including the Federal Student Financial Aid Program; monitors the cash balance for the Federal Aid Program and coordinates financial aid payments with the campuses; assures compliance with program laws, regulations, guidelines and contractual requirements; reconciles income, expenditures and year-end closing of programs; assures compliance with applicable reporting requirements.
4.	Develops financial projections, analyses and various reports related to the operations and activities of the District Fiscal Affairs Office, including purchase requisitions, vouchers, billings, bank statements, account reconciliations and personnel records.
5.	Monitors employee position control as it relates to the budget and maintains the District's personnel budget; analyzes personnel changes and effects on cost allocations; maintains and reconciles faculty load banking transactions.
6.	Directs and maintains accounting and reporting systems for the effective monitoring and control of fiscal operations; analyses and reviews accounting procedures; formulates and implements revisions as necessary to ensure efficient fiscal administration.
7.	Develops and implements plans to facilitate and improve operations and programs; provides leadership and technical assistance to personnel in designing and implementing corrective processes and procedures.
8.	Maintains current knowledge of federal, state and local laws, rules and regulations related to fiscal operations.

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9.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
10.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
11.	Organizes, attends or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and campus personnel.
12.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
13.	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.
14.	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.
15.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The District Manager, Fiscal Affairs maintains frequent contact with college 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

Minimum Qualifications

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

Minimum of three 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 computerized financial information 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.

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Desirable Qualifications

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

CPA Certification.

Administration or supervisory experience in public education, preferably at a community college.

Familiarity with the Banner finance system.

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

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

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.
