

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Manager, Fiscal Services

**Unit:** Management

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**Job Code:** C3771  
**Original Date:** 05/2013  
**Last Revision:** 10/2022  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 16

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### **DEFINITION**

Under the general direction of the Director, Business and Fiscal Services and in accordance with the goals of the District, plan, organize, direct and control all fiscal operational aspects, including, but not limited to, budgeting, accounts payable, general accounting, restricted funds, special funds, financial analysis, financial reporting, and Finance Administrative Management system. The Manager, Fiscal Services also provides support to other District, campus, and external constituencies, acts as a liaison through service on committees, councils and/or workgroups, and other fiscal related duties as assigned.

### **EXAMPLE OF DUTIES**

1. Direct financial processes and records of the District related to the general ledger, accounts payable, accounts receivable, capital assets, bond funding, and restricted and special funds accounting and budget development and annual audit reports all in compliance with generally accepted accounting principles and practices and other relevant regulatory and legal requirements.
2. Plan, organize, direct, supervise and lead daily operations in the assigned Fiscal Services areas, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participate in hiring and onboarding new staff, and participate in corrective and disciplinary processes with assigned staff.
3. Direct the calculation, posting, auditing and adjustment of journal entries; coordinate and direct the monitoring, evaluation, balancing and reconciliation of various accounts, funds and budgets; assure accurate accounting of funds including income, expenditures, and regulatory requirements; budget and fund transfers and adjustments, as appropriate; audit accounts for errors and make appropriate adjustments.
4. Ensure bond funds are correctly accounted for and in accordance with applicable federal and state laws, District policies, and taxpayer approved ballot measures.
5. Assist in coordination and preparation of annual externally prepared audits and respond to audit report findings, comments, and recommendations of the independent auditors.
6. Direct the accounting for all restricted funds to include grant and categorical revenues and expenditures; direct the accounting for all financial aid programs, trust accounts and fiduciary accounts such as the Associated Student Government accounts.
7. Monitor and analyze accounting operations; ensure adequate internal controls for areas of responsibility; direct the planning, development and implementation of policies, procedures, activities, systems, and programs to enhance the financial effectiveness and operational efficiency of accounting and fiscal operations.
8. Monitor and analyze all capital asset accounting, including construction in progress, financial reporting requirements, and record maintenance.
9. Monitor cash flow and prepare inter-fund cash transfers; ensure bank reconciliations are prepared in a timely manner.

10. Oversee the District's cashiering operations and functions, including collection of fees and fines, disbursement of loan payments, and monitoring and controlling all Revolving Cash Funds.
11. Supervise the accounts payable functions for the District, including voucher processing, travel expenditures, vendor information, and Internal Revenue Service reporting requirements.
12. Participate in fiscal year-end activities, including ensuring expenditures are allocated to the appropriate accounting period, purchase orders are rolled over to the next fiscal year when appropriate, and purchase orders are closed or canceled as appropriate in coordination with Purchasing and Contract Services to ensure schedules of liabilities and prepayments at year-end are prepared and source documents and analysis are provided in support of the annual fiscal audit.
13. Prepare and review a variety of financial statements and reports including, but not limited to, the CCFS 311 quarterly and annual financial report, IPEDS report, Enrollment Fee report, Sales and Use Tax Returns, EDD reporting, and 1099-related reports.
14. Provide technical expertise and guidance to District administrators, staff, faculty, and others concerning accounting and fiscal related matters.
15. Utilize technology resources effectively to automate routine processes and procedures, improve efficiency of operations, and maintain currency with fiscal management and accounting standards; evaluate and recommend changes in technology resources to improve operations; collaborate proactively with I.T. / Technical staff to make programming changes necessary to meet regulatory requirements; and ensure use of technology resources results in equitable services and outcomes for diverse student and employee communities.
16. Monitor and/or develop and implement internal control policies and procedures for the protection of District assets and other fiscal related functional areas.
17. Work collaboratively and professionally with faculty, staff, students, and other stakeholders from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.
18. Participate in district governance through service in/on a variety of planning and/or operational committees, councils, task forces, boards, meetings, and/or other related workgroups in order to receive and/or convey fiscal information as required.
19. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
20. Contribute positively to a culture of diversity, equity, inclusion, and accessibility; take action to promote staff diversity, and create an inclusive environment in the Fiscal Services department.
21. Serve as designee for other department managers or the Director, Business and Fiscal Services as assigned.
22. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS**Knowledge:

Accounting, auditing and internal control principles, practices, and procedures.  
Basic research methods, business letter writing and report writing techniques, including spelling, grammar, and punctuation.  
Budget preparation and control.  
District organization, operations, policies, and objectives.  
Community college organization, operations, policies, and objectives.  
Effective communication methods, techniques, and modes with diverse stakeholders.  
Federal, State, and local laws, regulations, and policies governing accounts receivables, accounts payable, cashiering, general ledger accounting, reporting, and auditing the use of public funds.  
Generally accepted accounting principles.  
Managerial principles and practices.  
Modern office procedures, methods, and equipment, including computers, spreadsheet applications, and integrated relational database applications.  
Preparation of comprehensive accounting reports.  
Principles and practices of administration, supervision and training.  
Principles and practices used in community college fiscal procedures.

Skills and Abilities:

Analyze complex financial and statistical data and prepare accounting statements, summary conclusions and recommendations in accordance with generally accepted accounting principles.  
Analyze situations accurately and adopt an effective course of action.  
Communicate effectively with diverse stakeholders, orally and in writing.  
Develop and maintain a budget.  
Establish and maintain effective working and professional relationships with individuals from diverse communities.  
Interpersonal skills using tact, patience and courtesy.  
Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.  
Maintain accurate and complete accounting of funds, including income and expenditures.  
Maintain confidentiality and discretion in work.  
Make hiring recommendations and onboard, train, evaluate, supervise, develop, and discipline assigned staff.  
Organize, assign, prioritize, and guide work activities of assigned staff and provide timely, effective feedback  
Operate a computer and business-related software, including Microsoft Office applications, Enterprise Resource Planning (ERP) database preferably using PeopleSoft integrated software application or a similar ERP system.  
Prepare and analyze comprehensive accounting reports.  
Prepare for audits and interact with auditors.  
Prepare reports by compiling and organizing data from a variety of sources.  
Provide technical expertise and guidance to District administrators concerning accounting and financial matters.  
Read, interpret, explain and apply pertinent laws, codes, rules, regulations, policies and procedures.  
Respond effectively to all situations/incidents using sound judgment and decision-making skills.  
Strong management of people, completing tasks, and adherence to deadlines.  
Use discretion in handling difficult situations and individuals.  
Utilize accounting and auditing practices applicable to public sector accounting.  
Work independently with little direction and confidentially with discretion.

Training and Experience:

Any combination of training and experience equivalent to: a bachelor's degree from an accredited institution in accounting, finance, public administration, business or business related field and at least five years of increasingly responsible, professional-level work experience, including two years of supervisory experience.

Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds of community college students and staff.

License:

Valid California driver's license. CPA or other professional finance related credential or Master's degree is desirable but not required.

**WORKING CONDITIONS**

Physical Requirements:

Category III.

Environment:

Favorable, usually involves an office.