

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: 12/2015
Staff Type: Classified
FLSA status: Exempt
Salary Range: 16

DEFINITION

Under the direction of the Controller or assigned manager, plan, organize, direct and control all fiscal operational aspects, including, but not limited to, related to budgeting, accounts payable, general accounting, restricted funds, special funds, financial analysis, financial reporting, and Finance System Management. 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, and external audit reports all in compliance with generally accepted accounting principles and practices and other relevant regulatory and legal requirements.
2. Perform full supervisory activities, such as, selecting and training new employees; planning, assigning, scheduling, and evaluating completed work of staff; approving overtime/compensatory time; preparing and conducting employee performance evaluations; responding to grievances and taking appropriate disciplinary actions as necessary, all subject to assigned administrator's concurrence and in accordance with applicable District policies.
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 accounted for correctly 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 the Purchasing Department; 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. Monitor and/or develop and implement internal control policies and procedures for the protection of District assets and other fiscal related functional areas.
16. Establish and maintain professional and cooperative working relationships with superiors, peers, subordinates, and all others within and external to the District.
17. 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.
18. 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.
Budget preparation and control.
District organization, operations, policies and objectives.
Community college organization, operations, policies and objectives.
Correct English usage, including spelling, grammar and punctuation.
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 both orally and in writing.
Develop and maintain a department budget.

Direct, supervise, train and evaluate personnel.
Establish and maintain effective working relationships with others.
Exceptional written and verbal communication skills.
Interpersonal skills using tact, patience and courtesy.
Read, interpret, explain and apply pertinent laws, codes, rules, regulations, policies and procedures.
Maintain accurate and complete accounting of funds, including income and expenditures.
Maintain confidentiality and discretion in work.
Operate a computer and business-related software, including Microsoft Office applications, Enterprise Resource Planning (ERP) data base 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.
Respond effectively to all situations/incidents using sound judgment and decision-making skills.
Supervise, train, and evaluate the work of others.
Use discretion in handling difficult situations and individuals.
Utilize accounting and auditing practices applicable to public sector accounting.
Work confidentially with discretion.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: Bachelor's degree in accounting, finance, business or related business field and at least five years of increasingly responsible, professional-level work experience, including two years of supervisory experience.

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.