



# EL CAMINO COLLEGE

## DIRECTOR OF FISCAL SERVICES

Classification: Classified Administrator

Retirement Type: PERS\*

Salary Range: 16

Revised/Board Approval: April 27, 2025

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### **KEY ROLES/RESPONSIBILITIES**

Under direction of the Vice President of Administrative Services, exercise overall leadership, oversight, and management of the District's financial operations including, Accounting, Payroll, Accounts Payable & Receivable, the Student Business Office, district audits, and bond fiscal management. This position ensures fiscal integrity, regulatory compliance, and operational efficiency across all financial functions. The Director is responsible for implementing internal accounting controls; financial reporting systems; and procedures that promote financial stability and adherence to applicable regulations. The position also oversees and coordinates internal and external audits ensuring accurate reporting and responsible fiscal management.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the department and Administrative Services Area; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

### **SUPERVISION RECEIVED and EXERCISED**

- Receive general direction from the Vice President of Administrative Services.
- Supervise, motivate, and evaluate the performance of assigned staff, interview and select employees; recommend promotions, transfers, reassignment, termination, and disciplinary actions to the assigned reporting level.
- Review and recommend staffing patterns, approve goals and performance objectives for personnel.
- Ensure the integrity of payroll processing and adherence to federal and state tax regulations including the proper handling of CalSTRS/CalPERS retirement system requirements. Provide consistent direction in administering the collective bargaining agreements; understand and interpret agreements for faculty and staff as directed.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

## **REPRESENTATIVE DUTIES**

*The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

### **I. LEADERSHIP**

1. Lead, direct, and manage the planning, development, organization, scheduling, direction, performance, and evaluation of operations and services of assigned departments. Articulate a clear vision, including service levels, a culture of accountability, continuous improvement, and professional growth. Lead and manage change within assigned departments and across the Administrative Services Area as directed.
2. Demonstrate effective leadership in long-range planning, program review, and resource development activities. Develop and implement financial policies and procedures to enhance transparency, efficiency, and compliance within and among assigned departments.
3. Participate actively in the life of the College, including operational processes and initiatives, by serving on or leading College committees, workgroups, task forces, and councils as assigned.
4. Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy. Prepare and implement the department's budget.
5. Provide vision, leadership, and advocacy to enhance innovation and participation in issues related to areas of assignment to ensure ongoing sustainability of the College.
6. Demonstrate full accountability for effective and efficient utilization of resources. Control and authorize expenditures in accordance with established guidelines. Measure and assess outcomes. Identify opportunities for improvement and implement actions to strengthen services to students and the campus community.
7. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility and Anti-racism.

### **II. FUNCTIONAL RESPONSIBILITIES: College Level**

1. Serve as a key financial advisor to District leadership, supporting strategic decision-making with data-driven insights and fiscal analysis.
2. Provide effective leadership over all areas assigned, including fiscal aspects of bond-funded projects, state and federal grants, resource planning, budgeting, tracking, and reporting. Ensure compliance with regulations and close monitoring of expenditures. Ensure proper expenditure tracking and reporting of grants and other funding sources.
3. Provide leadership over, monitor, and improve the delivery of services throughout the areas assigned. Promote an effective work environment that supports high performance teamwork, continuous improvement, and ongoing sustainability of College resources.
4. Ensure the fiscal integrity of the College to promote and empower student learning, success, and self-advocacy.
5. Participate in grievances, disciplinary meetings, legal matters, and other employment related activities within areas assigned. Be alert for and effectively manage trouble spots in assigned service areas.

6. Provide timely operational, technical, and financial information to the Vice President and other College administrators, as directed. Interpret routine policies and regulations and recommend appropriate courses of action in unusual and complex circumstances. Demonstrate effective stewardship through continuous monitoring and reporting of resource needs, deployment, and utilization.
7. Ensure that all operations, services, activities, and experiences demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, racial, and ethnic backgrounds of community college students, faculty, and staff.

**FUNCTIONAL RESPONSIBILITIES: Job Level**

8. Manage all accounting and reporting functions in accordance with Federal, State, and local laws, policies, and procedures; coordinate and support audits of College funds and accounts including financial statement audits, federal and state program audits, and operational audits as per established timelines; conduct special studies, fiscal analysis, and fund reports; engage in problem-solving and dissemination of appropriate fiscal information to the campus community.
9. Plan, organize, control, and direct the District's fiscal operations including the Accounting Department, Payroll, cashiering, Accounts Payable, Accounts Receivable, Student Business Office, audit(s) preparation, bond fiscal management, general ledger, financial statements, budgetary reports, tax return reporting, and full-charge bookkeeping for various College and ancillary funds. Develop, monitor, and maintain appropriate accounting systems and procedures to ensure accuracy, financial compliance, fraud prevention, and operational efficiency.
10. Serve as a liaison with external auditors, fiscal monitors, and regulatory agencies to ensure compliance and accountability. Direct staff in the preparation of auditors' required documents; submit schedules, documentation, and appropriate backup information; assure appropriate audit trail for College transactions; assure appropriate internal controls for expenditures and deposit of funds; follow-up on audit recommendations; assist in the final draft of the audit report.
11. Oversee student financial transactions, including cashiering, third-party billing, financial aid disbursements and reconciliations, refunds, and cash management to maintain compliance with District and federal policies. Analyze cash flow of various student funds and make recommendations for investments; maintain cash flow records and projects; invest excess funds for maximum rate of return; perform and supervise monthly reconciliations of various College accounts. Coordinate and recommend cash flows and financing needs with other management staff in the Administrative Services Area.
12. Supervise the management of cash flow, bank accounts, bank transfers, and financial audits to ensure liquidity and fiscal responsibility. Implement and maintain appropriate procedures for the deposit of student funds in banks and savings and loan institutions; establish new accounts and other banking arrangements for various programs to accomplish the mission of the area, division, department, or group requesting assistance; resolve banking issues as needed; maintain related banking and fund records. Maintain trend analysis on all income deposited to assure against theft.
13. Coordinate student financial aid programs and payment processing with the appropriate College departments and staff.

14. Oversee audit change funds of the College, including additions, deletions, and changes. Ensure that personnel are properly trained in appropriate cash controls and cash handling. Oversee the use of temporary change funds for specific events.
15. Direct and prepare a variety of federal, State and County financial reports; assure reports are filed in a timely manner; maintain related files; prepare cost analysis reports; compile data, draft fiscal policies, and prepare Board agenda items related to financial and operational matters. Prepare, analyze, and present financial statements, budgetary reports, and fiscal projections for the District, executive leadership, and the Board of Trustees. Conduct statistical research and analytical studies to assist college administration in the formulation of new policies and planning of new or revised programs. Oversee and direct the preparation of financial reports as assigned.
16. Provide technical assistance and respond to inquiries of College staff regarding related accounting matters. Communicate with other administrators, personnel, and external parties to coordinate activities and programs, resolve issues and conflicts, and exchange information.
17. Direct financial planning and analysis efforts to support short-term and long-term financial sustainability, including forecasting, risk identification, and trend analysis. Analyze cash flow of the College's funds and make recommendations to maximize returns on the investments. Invest funds as directed and approved.
18. Control and authorize expenditures in accordance with established guidelines. Sign checks for ancillary or College funds and approve College warrants.

### **III. RELATIONSHIPS**

1. Participate in campus committees, financial planning meetings, and shared governance efforts to support institutional financial health.
2. Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.
3. Work closely with other departments within the Administrative Services Area and across the College to foster and facilitate cross-department collaboration and efficiency improvements.
4. Work cooperatively and communicate effectively with College administrators and staff, representatives of State and federal agencies, fiscal agent relationships, county education departments, and others to coordinate and implement assigned operations and services, provide information to others, stay updated on fiscal regulations, and ensure compliance with legislative requirements.
5. Organize and attend a variety of administrative and staff meetings related to strategic planning, budget, advisory committees, and other assigned activities; participate in consultation, shared governance, and appropriate advisory committee meetings. Chair committees as assigned.
6. Maintain and encourage effective communication with assigned staff by holding regular staff meetings. Provide timely information to staff about issues, programs, and practices affecting the department, Administrative Services Area, and the College.
7. Represent the District at regional and national meetings related to fiscal services and financial compliance. Attend workshops and professional conferences to stay informed of

new developments and technologies; serve on a variety of campus, community, and state committees.

8. Participate as an active member of the Vice President's management team.

#### **IV. ORGANIZATION MANAGEMENT**

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Assist in the development and administration of the District's annual budget, ensuring sound financial planning and resource allocation. Establish priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Develop and implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of managerial, professional, operational, technical, and support personnel as assigned; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Plan for efficient and appropriate use and security of assigned facilities; assure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree in accounting, finance, business administration, or related field.

**Experience:** Five (5) years of progressively responsible accounting experience or three (3) years in a supervisory or leadership role overseeing financial reporting, reconciliations, or compliance functions.

#### **DESIRED QUALIFICATIONS**

**Desirable Experience:** Five (5) years of progressively responsible accounting experience at-in the public sector, higher education, or government accounting.

**Knowledge/Areas of Expertise: College Level**

- Experienced with accounting systems such as Ellucian Colleague or similar ERP software.
- Student financial operations, including third-party billing, financial aid disbursement and reconciliation, cashiering, and refund processing.
- Bond fund accounting, capital project financing, and fiscal agent coordination.
- Public procurement, contract administration, and financial policy development.
- California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the College.
- Effective organizational and management practices pertaining to the analysis and evaluation of projects, programs, policies, procedures, department performance metrics, and operational needs.
- Effective fiscal management strategies, including comprehensive understanding of budget concepts, principles, and practices, and effective budget administration and control.
- Effective financial reporting and record keeping in alignment with GASB, GAAP, OMB Uniform Guidance, Title 5, California Education Code, Internal Revenue Services (IRS), and other federal and state funding guidelines and fiscal regulations.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
- Effective methods for conflict resolution and crisis management.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Effective written and oral communication skills. Effective interpersonal skills using tact, patience, and courtesy. Effective collaboration, communication, and consensus-building techniques.
- Effective needs assessment methods and project management practices. Effective data management, record-keeping, and reporting techniques. Understanding of key performance indicators, goals, and measurable objectives and how to implement them.
- Effective leadership, administration, organizational planning, supervision, training, and analysis techniques applied to the assigned administrative area. Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.
- Computer systems and financial software applications, ERP systems, and data analytics tools applicable to public sector financial management. Modern office practices, procedures, and equipment. Operation of computer, peripherals, and software programs, including information systems, database management, spreadsheet, word processing and specialized software.
- Proficient level operation of a computer and assigned software, including proficient level use of common office software such as: Excel, Access, Word, Outlook, and PowerPoint.
- Technological advancements and their application to the assigned areas of responsibility.

**Knowledge/Areas of Expertise: Job Level**

- Broad expertise in Governmental and fund accounting, public finance, auditing, financial management, budgeting, forecasting, cash flow management techniques, and fiscal controls in a community college setting.
- Comprehensive understanding of relevant state and federal legislation pertaining to

payroll processing, payroll tax regulations, CalSTRS/CalPERS retirement system requirements, and Education Code provisions applicable to the College.

- Proficiency in use of specialized accounting and financial computer systems and software.
- Understanding of current trends and best practices in Governmental accounting, payroll, and financial management.

**Abilities/Skills: College Level**

- Represent the College in a manner that reflects a positive image of services and support provided.
- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff. Relate effectively to people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and consensus-building. Work effectively and collaboratively in a diverse college environment, as well as within a community college system.
- Establish and maintain cooperative and effective working relationships with others. Listen effectively. Communicate respectfully with people of diverse cultures, languages, abilities, etc. Work effectively with others to build consensus and gain cooperation through discussion and persuasion to achieve common goals.
- Provide effective customer service and end-user satisfaction. Respond promptly to requests and inquiries from the public. Effectively resolve complex problems.
- Work independently with limited administrative oversight and direction. Adhere to ethical principles and practices, consistently exercise good judgment, and make effective decisions. Demonstrate flexibility and creativity in accomplishing work and resolving problems.
- Meet assigned schedules and timelines. Effectively manage the stress of working under tight timelines.
- Maintain confidentiality and act with discretion. Maintain the security of confidential materials.
- Travel to meetings and events on and off campus as required. Observe legal and defensive driving practices when operating a motor vehicle on campus or on official business.
- Utilize effective planning and organizational skills. Analyze complex financial data and prepare financial reports, projections, and strategic recommendations. Identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions in support of goals.
- Prepare, administer, and implement internal controls and financial policies to safeguard the budget of District assets.
- Chair and participate in a variety of college committees and work groups as directed.
- Read, understand, interpret, and apply technical and legal information effectively. Analyze, interpret, communicate, and enforce applicable federal, state, and local laws, regulations, rules, policies, administrative data, and related materials. Interpret, apply, and explain rules, regulations, policies, and procedures in a variety of procedural situations for areas assigned.

- Collect, compile, and analyze data. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports and files related to assigned activities. Prepare and maintain accurate and detailed records and reports related to the area supervised. Prepare analytical reports, proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies as assigned. Assist in related research and evaluation activities as required.
- Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilize appropriate English usage, composition, grammar, spelling, punctuation, and vocabulary.
- Communicate financial information clearly, concisely, and effectively with diverse constituencies within and outside of the College, both orally and in writing. Prepare and present effective oral and written reports and promotional materials as required. Prepare and deliver effective presentations as requested.
- Plan, organize, coordinate, and direct work to maximize efficiency and effectiveness. Prepare work plans, implement schedules, and consistently meet reporting timelines. Effectively delegate authority and responsibility. Provide leadership, guidance, and assistance to the functional and operational areas within the assigned Department.
- Encourage professional excellence among employees and promote an organizational culture of customer service, teamwork, and innovation.
- Effectively train, direct, supervise, motivate, and evaluate the performance of assigned staff. Facilitate effective staff meetings and group discussions and involve staff in idea generation, goal setting, and decision making.
- Work effectively within a unionized environment.
- Operate a variety of office equipment including a computer. Use automated systems to maintain records, collect data, and generate reports.

**Abilities/Skills: Job Level**

- Effectively manage assigned areas; establish appropriate internal controls, prepare timely reports, collect, and disburse funds, and disseminate fiscal information to the college community as assigned.
- Effectively analyze accounting and financial systems and practices to identify potential problems, make recommendations for changes, and implement solutions.
- Effectively apply theories and techniques of accounting and auditing principles to ensure the fiscal integrity of the College.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.*

***Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

**Work Environment**

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal



environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

**Physical Demands**

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

*\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*