



EL CAMINO COLLEGE

DIRECTOR, FOUNDATION FINANCES

Classification: Classified Administrator
Salary Range: 10

Retirement Type: PERS*
Board Approval: February 19, 2025

KEY ROLES/RESPONSIBILITIES

Under the direction of the Executive Director of the El Camino College Foundation, this position is responsible for the fiscal integrity and overall financial management of the El Camino College Foundation, including oversight of investment accounts, accounting procedures, audits, tax forms, disbursements, and other financial transactions and reporting activities for a 501(c)(3) organization. This position ensures compliance to generally accepted accounting principles as well as District guidelines and policies regarding scholarship funds, endowments, grants, and other restricted and unrestricted funds. This position will lead, train, supervise, manage and provide work direction to other assigned staff.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and division; 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.

THIS POSITION IS PARTIALLY SUPPORTED THROUGH FOUNDATION FUNDS.

SUPERVISION RECEIVED and EXERCISED

- Receive general direction from the Executive Director of El Camino College Foundation.
- 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.
- Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; 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 programs and services of assigned departments or units. Articulate a clear vision of assigned areas, including services, applications, and benefits provided. Lead and manage change within assigned departments or units and across the Department as directed.
2. Actively participate in long-range planning, program review, and resource development activities. Promote transparency within and among assigned units or 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 budgets.
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. Support student learning using a variety of effective instructional methods, educational technologies, and college resources.
7. 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 within assigned areas and implement actions to strengthen services to students and the campus community.
8. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility, and Anti-racism.

II. FUNCTIONAL RESPONSIBILITIES: *College Level*

1. Provide effective leadership and ongoing guidance over all aspects of the areas assigned, including resource planning, budgeting, tracking, and reporting. Provide technical expertise as directed.
2. Provide leadership over assigned staff; 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.
3. Support the fiscal integrity of the College to promote and empower student learning, success, and self-advocacy.
4. 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.

5. Provide timely operational, technical, and functional information to the Executive Director, 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.
6. Ensure that all programs, services, activities, events, and experiences demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, racial, ethnic backgrounds and disabilities of community college students, faculty, and staff.
7. Demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of students.

FUNCTIONAL RESPONSIBILITIES: *Job Level*

1. Plan, manage, and oversee the day-to-day accounting and financial reporting activities of the ECC Foundation. Manage all financial processes within the Foundation and provide ongoing fiscal and budgetary management. Develop, implement, and manage operational procedures to ensure efficiency and accuracy of records for a diverse financial portfolio. Provide timely fund reimbursements, disbursements, vendor payments, audit deposits, fund transfers, and reconciling of ledger transactions to ensure data integrity and compliance with District policies, GAAP procedures, and non-profit state/federal regulations. Ensure maintenance of appropriate internal controls. Implement and update accounting practices as necessary.
2. Prepare, review, and generate a wide range of financial statements and forecasts. Provide analyses, statistical records, and detailed schedules for review by the Foundation Finance Committee and Board of Directors.
3. Develop and prepare the Foundation's annual budget report. Analyze and review financial statements, ledger reports, supplementary schedules, scholarship/grant accounts, investment accounts, and stewardship fees/earnings to assure accuracy and completeness of published data.
4. Manage and review all Foundation investment accounts on a monthly basis to ensure accurate and up-to-date records of all investments, and conduct periodic reviews to evaluate their effectiveness
5. Coordinate the provision of information to external auditors and oversee the annual Foundation audit. Serve as the primary point of contact for external auditors. Prepare financial statements and other reports with supporting notes, documentation, and schedules to support financial transactions and reconciled accounts for review by auditors.
6. Assist with the Foundation's tax return. File IRS forms 1096 and 1099-NEC annually. Issue 1099-NEC forms to all independent contractors for each Division or Department.

7. Develop, implement and evaluate policies and procedures for finance and accounting activities to ensure effectiveness and compliance; recommend and implement policies and procedures including standard operating procedures for the Scholarship Office.
8. Manage and maintain the scholarship database program, ensuring its effective operation and accuracy. This includes coordinating and executing the annual import of scholarship data, maintaining up-to-date records, and ensuring the integrity of information within the system.
9. Ensure accurate and timely processing of scholarship awards, including disbursements with proper and complete documentation.
10. Assist in resolving staff, faculty, and/or student problems within or forwarded to the appropriate department. Provide guidance, feedback, and consistent follow-up to resolve problems and build a cohesive department and academic program.
11. Coordinate requisitions, purchases, and disbursements through the District's Fiscal Services and Purchasing departments; coordinate reimbursements for equipment and conferences funded annually by Foundation grants.
12. Manage, maintain and monitor a large number of endowed scholarships, named-donor scholarship accounts, grants, and division accounts. Coordinate requisitions, purchases, and disbursements. Adjust accounts as needed. Ensure all funds are dispersed and accounted for according to budget guidelines.
13. Prepare and generate reports for all divisions on a semi-annual basis, ensuring that each report accurately reflects performance and progress. Additionally, compile, review and submit scholarship reports annually, providing detailed overview of scholarship activities, outcomes, and financial distributions. Generate detailed reports in a timely manner for division deans, donors, government agencies, and other constituents as required.
14. Communicate, both orally and in writing, with Federal/State government agencies, auditors, vendors, as well as divisions, project leaders, and other District personnel regarding fiscal performance of accounts. Provide on-going financial analysis and data, as needed. Serve as the key resource for Foundation account structures and fund balances. Resolve problems or questions referred by staff, administrators, or professionals outside the District. Provide policy and regulatory interpretations as needed.
15. Develop queries and special reports utilizing various financial systems to monitor ledger transactions and data integrity. Review generated reports for accuracy and completeness; make corrections and budget adjustments as necessary. Oversee the month-end and year-end closings on expenditures and revenues. Analyze generated reports for trends and variances.
16. Supervise and manage the day-to-day operations and work of the Scholarship Office staff including training, assigning daily tasks, planning projects, monitoring progress, and reviewing work completed. Oversee the scheduling and workflow to meet deadlines.

17. Participate in task forces, meetings, and the selection of new staff members. Assure timely completion of duties assigned to others. Provide feedback on work performance as appropriate.
18. Maintain professional currency on compliance regulations related to 501(c)(3) organizations and timely filing of reports. Remain current on GAAP and not-for-profit accounting best practices. Research and implement process improvements to provide timely and more efficient use of resources.
19. Perform other related duties as assigned.

III. RELATIONSHIPS

1. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.
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 department and across the College to foster and facilitate a seamless student experience and increase student success.
4. Work cooperatively and communicate effectively with College administrators and staff, representatives of State and federal agencies, educational institutions, social service organizations, community representatives, and others to coordinate and implement assigned programs and activities and provide information to others.
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 college, divisions, and departments.
7. Network with professional colleagues inside and outside of the College. Attend workshops and professional conferences to stay informed of new developments and technologies; serve on a variety of campus, community, and state committees; meet with representatives of business, industry, and local government as appropriate.
8. Participate as an active member of the Department's management team, as appropriate.

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. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines.

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 assigned managerial, professional, operational, technical, and support personnel; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments and projects; evaluate work products and results; implement 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. Implement plans for efficient and appropriate use and security of assigned facilities; ensure 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 from an accredited college or university in accounting, finance, or closely related field.

Experience: Five (5) years of direct, increasingly responsible experience in accounting and finance, including budget and audit preparation.

DESIRABLE QUALIFICATIONS

Desirable Experience: Five (5) years of full-time experience in a lead or supervisory position preferably in higher education or in a non-profit organization. Experience performing governmental or 501(c)(3) accounting preferably in higher education or in a non-profit organization.

Knowledge/Areas of Expertise: *College Level*

- 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, as they apply to areas assigned.
- Comprehensive understanding of higher education principles and practices in community colleges, including the mission of the California Community Colleges.
- Community college organization, operations, policies, and objectives, including specific policies and procedures of El Camino College covering the departments or units supervised.
- Specific needs and interests of community college students.
- Principles of business administration, management, marketing, and record keeping.

- 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.
- Grant proposal writing and special funding resources applicable to areas supervised.
- Appropriate risk management strategies, safety precautions, and procedures.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
- Effective methods for conflict resolution and crisis management.
- Effective change management principles and practices.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Effective marketing, promotion, and public relations techniques. Preparation, publication, and distribution of informational and promotional materials related to areas assigned.
- 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 software applications related to areas of assignment, including capabilities and limitations. 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

- Thorough knowledge of generally accepted accounting principles and auditing principles, practices, and procedures, particularly as they apply to nonprofit organizations.
- Knowledge of fund accounting, budgetary and financial analysis.
- Knowledge of financial analysis and research procedures.
- Advanced level knowledge in managing, evaluating, and monitoring accounting and financial systems preferably in a non-profit environment.
- Skill in planning, organizing, and coordinating the work of support staff and other staff from various constituencies and levels within and organization.
- Skill in the preparation of financial statements and comprehensive reports.

- Knowledge of applicable sections of State Education Code, not-for-profit regulatory compliance laws, and other significant rules and/or filing requirements related to 501(c)(3) organizations.
- Experienced making financial presentations to Boards and other senior administrators.
- Experienced preparing audit reports and/or governmental agency reports.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Understand and practice the principles of administration and supervision.

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 socioeconomic 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 problems, identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions in support of goals.
- Prepare, administer, and control the budget for program areas as assigned.
- 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 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, press releases, and promotional materials as required. Prepare and deliver effective presentations as requested.
- Utilize effective planning and organizational skills. 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.
- Utilize effective leadership, counseling, and modeling skills. 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 and accurately read, interpret, and follow Collective Bargaining Agreements.
- Evidence in implementing diversity, inclusivity, and equity in the workplace.
- Effectively work with the District's Fiscal Services department in preparation and control of the annual College budget, monthly financial statements, collection and disbursement of funds, and dissemination of fiscal information to the Foundation.
- Effectively analyze administrative and financial systems and practices to identify potential problems, make recommendations for changes, and implement solutions.
- Effectively apply theories and techniques of budgeting, accounting, and basic auditing principles to ensure the fiscal integrity of the Foundation.
- Respond to email in a timely manner.
- Work cooperatively with others.
- Analyze situations accurately and adopt effective courses of action.
- Demonstrate strong oral and written communication and analytical skills. Skilled at analyzing large sets of financial data under strict time constraints.
- Ability to read, interpret, apply, and explain rules, regulations, policies and procedures.
- Ability to handle sensitive and confidential information.
- Ability to prepare and maintain complex accounting operations and reports.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to meet schedules and timelines.
- Ability to work independently with little direction.

- Ability to establish and maintain cooperative and effective working relationships with others. Ability to use tact and patience in interpersonal interactions.

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.*