



# EL CAMINO COLLEGE

## ASSISTANT DIRECTOR, FISCAL SERVICES

Classification: Classified Administrator  
Salary Range: 11

Retirement Type: PERS\*  
Board Approval: June 26, 2025

### **KEY ROLES/RESPONSIBILITIES**

Under the general direction of the Director of Fiscal Services, oversee the District's accounting operations and compliance functions providing functional supervision over assigned personnel. Implement supervisor's vision for the accounting unit and develop, organize, and implement goals and objectives accordingly. Plan, develop, implement, improve, and evaluate internal controls, accounting systems, and financial policies to ensure compliance with federal, state, and district regulations. Provide oversight and coordination of all elements related to the general ledger, accurate financial reporting, consistent financial reconciliations, timely financial processing and transactions, grants and categorical fund accounting, audits, and cash flow management. Serve as the department head in the Director's absence.

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.

### **SUPERVISION RECEIVED and EXERCISED**

- Receive general direction from the Director of Fiscal Services.
- Supervise, motivate, and evaluate the performance of assigned staff. Approve goals and performance objectives for assigned personnel. Recommend promotions, transfers, reassignment, termination, and disciplinary actions in consultation with direct supervisor.
- Review and recommend staffing needs. Interview and select personnel as needed.
- 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 development, organization, direction, performance, and evaluation of services provided by the accounting unit. Articulate a clear vision for accounting staff, including expectations of financial services, reporting, and monitoring provided. Lead and manage change within assigned accounting unit and across Fiscal Services as directed.
2. Actively participate in long-range planning, program review, and resource development activities. Promote transparency within assigned unit and Fiscal Services as a whole.
3. Participate actively in the life of the College, including operational processes and initiatives, by serving on College committees, workgroups, task forces, and councils as assigned.
4. Foster innovation and participation in issues related to emerging accounting trends, financial regulations, and technology advancements to ensure ongoing sustainability of the College.
5. Be accountable 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 the accounting unit and implement actions to strengthen services to students and the campus community.
6. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility and Anti-racism.
7. Serve as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up- to-date certification for CSA status.

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

1. Provide effective oversight and ongoing guidance over all aspects of the areas assigned, including resource planning, budgeting, tracking, and reporting. Provide technical expertise as directed.
2. Monitor and improve the delivery of services provided by the accounting unit. Ensure proper accounting of general fund and categorical budgets, grants, and special programs. Ensure district expenditures comply with funding agency requirements. Promote an effective work environment that supports ongoing sustainability of College resources.
3. Support the fiscal integrity of the College. Assist in managing all accounting and reporting functions in accordance with federal, state, and local laws, policies, and procedures. Co-manage audits of College funds and accounts. Research, analyze, and generate fund reports for the College and disseminate appropriate fiscal information to the campus community in consultation with supervisor. Support effective financial reporting, cash flow monitoring, and balance sheet reconciliation to maintain the fiscal integrity of the College.

4. Participate in grievances, disciplinary meetings, legal matters, and other employment related activities within assigned unit. Be alert for and effectively manage trouble spots in assigned unit.
5. Provide timely operational, technical, and functional information to the 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 services, activities, and experiences occurring within the accounting unit demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff.
7. Serve as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up- to-date certification for CSA status.

**FUNCTIONAL RESPONSIBILITIES: *Job Level***

1. Support supervisor in financial strategy development, planning, and operational improvements. Assist in the development, implementation, and monitoring of internal controls, accounting policies, and financial procedures.
2. Oversee journal entries, budget transfers, procurement card (P-Card) postings, and non-student accounts receivable. Review bank reconciliations and financial uploads to ensure proper integration of accounting systems.
3. Assist in the preparation and submission of state and federal financial reports, including categorical reports, grant financials, and CCFS-311 reporting. Ensure compliance with fiscal policies, accounting procedures, and up-to-date financial reporting standards.
4. Maintain proper documentation and audit trails for financial transactions, reconciliations, and adjustments. Support internal and external audits, including coordination with auditors and preparation of financial documents.
5. Monitor payroll tax reporting and compliance with federal and state tax regulations.
6. Assist in implementing new financial software, reporting tools, and process improvements to enhance operational efficiencies.
7. Represent the Fiscal Services Director at meetings and events as needed. Provide technical assistance and financial guidance to administrators, department heads, and staff on accounting-related matters.
8. Assist in the development and implementation of office policies and accounting procedures to enhance operational effectiveness in the accounting area. Ensure accuracy, compliance, and efficiency in accounting operations and reporting. Utilize accounting and ERP software to streamline financial operations and reporting.
9. Analyze complex financial data and prepare detailed reports, reconciliations, and projections.
10. Coordinate with IT and financial system administrators to maintain accurate uploads and system integrations

### **III. RELATIONSHIPS**

1. Work closely with other departments within Fiscal Services and across the College to ensure integrated financial operations.
2. 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 accounting services and activities and provide information to others.
3. Participate in district-wide financial committees and budget meetings. Attend a variety of 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.
4. 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, Division, and the College.
5. 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.
6. Participate as an active member of the Department's management team.

### **IV. ORGANIZATION MANAGEMENT**

1. Train, supervise, motivate, and evaluate the performance of assigned accounting personnel; 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.
2. Ensure accounting personnel are efficient, accurate, and in compliance with up-to-date financial regulations. Provide mentorship and professional development opportunities, as needed. Foster a collaborative team that embraces lifelong learning and improvement.
3. Assign and oversee daily accounting tasks, ensuring timely completion of reconciliations, reporting, and compliance reviews. Strengthen accounting processes and procedures through program review and annual planning. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement an office structure that ensures effective and efficient use of personnel.
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 working environment.
6. Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

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

**Experience:** Three (3) years of progressively responsible accounting experience plus two (2) years in a supervisory or leadership role overseeing financial reporting, reconciliations, or compliance functions.

### **DESIRED QUALIFICATIONS**

**Desirable Experience:** Three (3) years of progressively responsible accounting experience preferably in the public sector, higher education, or governmental accounting. Experience with accounting systems such as Ellucian Colleague or similar ERP software is preferred. Experience working and managing in a unionized environment.

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

- 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.
- Effective analysis and evaluation of projects, programs, policies, procedures, department performance metrics, and operational needs.
- Effective fiscal management strategies, including understanding of budget concepts, principles, and practices, and effective budget administration and control.
- Effective financial reporting and record keeping.
- Appropriate risk management strategies, safety precautions, and procedures.
- Principles of collaborating effectively with diverse students, faculty, staff, and managers.
- 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 written and oral communication skills.
- Effective interpersonal skills using tact, patience, and courtesy.
- 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.
- Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.
- Computer systems and software applications related to area of assignment. Operation of computers, peripherals, and software programs, including information systems, database management, spreadsheets, word processing, and specialized software.
- Technological advancements and their application to the assigned areas of responsibility.

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

- Governmental and fund accounting principles, including GASB, GAAP, and public sector financial reporting.
- State and federal financial reporting requirements, including categorical and grant fund compliance.
- Budget development, monitoring, and expenditure tracking in public higher education.
- Financial systems, ERP software, and reporting tools used in accounting and finance.
- Internal controls, fraud prevention, and risk management in financial operations.
- Payroll tax reporting and integration with accounting functions.
- Principles of supervision, training, and performance evaluation for accounting staff.
- Experienced in leading, training, and motivating a diverse team, fostering professional growth and accountability.

**Abilities/Skills: College Level**

- 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 effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and consensus-building.
- Listen effectively. Communicate respectfully with people of diverse cultures, languages, abilities, etc. Work to 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.
- 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.
- Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions in support of goals.
- 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.
- Work effectively within a unionized environment.

**Abilities/Skills: Job Level**

- Effectively identify operational issues and opportunities within the accounting area and make sound recommendations to improve outcomes.
- 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.
- Utilize effective leadership, counseling, and modeling skills. Encourage professional excellence among direct reports and promote a culture of customer service, teamwork, and innovation.
- Effectively communicate financial information to executives, auditors, and regulatory agencies, both orally and in writing. Prepare and present effective oral and written reports as required. Prepare and deliver effective presentations as requested.
- 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.
- Interpret and apply financial regulations, internal policies, and industry best practices.
- 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.
- 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 guidance and assistance to the functional and operational areas within the accounting unit.
- Manage multiple priorities, deadlines, and evolving financial challenges.

**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. May involve 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, wrists, and fingers to operate an electronic keyboard or other office machines, reach with hands and arms,

ASSISTANT DIRECTOR, FISCAL SERVICES

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.*