

CHIEF OF ADMINISTRATIVE SERVICES/CONTROLLER

JOB SUMMARY

Under the general direction of the area administrator, provide oversight and leadership in all financial and accounting operations ensuring fiscal integrity, compliance, and strategic support for management in the areas of Accounting, Payroll, Budget Preparation, Capital Asset Inventory and Control, Purchasing, Warehouse, and oversight of Auxiliary Services and Cashiers office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Plan, assign and maintain the accounting and payroll functions for the District to provide accurate financial statements, studies and estimates; provide oversight of Auxiliary Services;
2. Develop and monitor the annual operating budgets for all restricted and unrestricted funds; forecast revenues and expenses to assist the area administrator with the preparation of the District's budget and long-range financial planning.
3. Manage the development and implementation of fiscal reporting and special accounting projects; direct the research, compilation, assembly and analysis of a variety of related financial, statistical and budgetary information; investigate and resolve financial issues, errors and discrepancies; develop and implement data collection, analysis and presentation methodology for studies and projects.
4. Oversee the process of external vendor proposals and contract preparation; represent the District in vendor-contract negotiations and vendor- contract administration with external building/construction contractors, food service vendors, cleaning contractors, auditors, vendors for refuse removal, utilities, elevator maintenance, various leases, and other related agreements.
5. Implement and advise district personnel on policies, procedures, and administrative regulations for all fiscal services activities to ensure legal and regulatory compliance; assist other departments and staff with budget issues and provide training as necessary.
6. Direct and prepare financial reports and budget documents as required by law; interpret financial and statistical results; provide departments with periodic financial management information reports; Works collaboratively with faculty, staff and students;
7. Establish and maintain internal control policies and practices pertaining to the District's accounting functions including, but not limited to, activities such as cash and credit management, payroll reporting, accounts payable, and general accounting to ensure safe, efficient, and accurate handling of funds in compliance with federal, state, and local laws and regulations; maintain the proper controls on budgets, cash, warrants and records; supervise the receipt and disbursement of funds.
8. Supervise, train, and evaluate the performance of assigned staff and managers; interview and select employees and recommend other pertinent personnel actions; develop goals and objectives to improve department's functions.

9. Oversees the monthly reconciliation and timely monthly and annual closing of all District accounts.
10. Develop and recommend policies and procedures in accordance with laws and regulations; review and make recommendations concerning proposed legislation and policy issues and analyze proposed legislation affecting department issues to ensure district procedures are in compliance; participate in Program Review for Fiscal Services.
11. Oversee the annual audit process and implement the recommendations of District auditors to ensure compliance with accounting practices and regulations; audit attendance reports and calculates state apportionment and other income;
12. Plan, organize, and oversee the maintenance of the District's fiscal database systems in coordination with Information Technology Services and fiscal and information services personnel.
13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. District policies and procedures; California Education Code; Title V regulations; collective bargaining agreements; Budget and Accounting Manuals; auditing standards; accounting principles and procedures (government or district accounting systems preferred);
2. Applicable federal, state and local tax laws governing accounting and payroll functions,
3. Human resources management; human resources training and development
4. Computerized accounting systems; spreadsheet and presentation software.
5. Management, organizational leadership and supervision.
6. Principles, practices and techniques of general, fund, and governmental accounting including methods of financial control, auditing, and reporting.
7. Principles and practices of community college district budget development and administration, including financial analysis and projection techniques.
8. Procedures for processing payroll for classified and academic employees and student workers.
9. Employee benefits and student insurance programs, policies, and practices.
10. Student fee practices and processes.
11. Federal, State and local laws, codes and regulations related to community college budgeting, accounting, insurance, benefits, and payroll functions.
12. Tax obligations for non-profit organizations, including payroll and use taxes and reporting requirements.
13. California community college operations and shared governance processes.
14. Principles and practices of public administration, including purchasing, contracting, and the maintenance of public records.
15. Financial data management systems as used for accounting, budgeting, and payroll functions.
16. Financial recordkeeping principles and procedures.
17. Principles and practices of sound business communication.
18. Office productivity software (e.g., Word, Excel, and Outlook) for analyzing data and preparing reports and correspondence.
19. Principles and practices of effective management and supervision.

Skills in:

N/A

Ability to:

1. Analyze budgets, revenue control; financial auditing, basic business theories, principles and practices;
2. Understand and be aware of and have commitment to the special needs of non-traditional students;
3. Problem solve, team build and communicate, both written and oral.
4. Prepare and administer large and complex budgets to maximize financial resources.
5. Analyze complex and technical financial data to identify trends, forecast revenues and expenditures, and develop recommendations.
6. Understand, interpret, explain and apply federal, state and local policies, law, regulations and court decisions related to community college budgeting, accounting, insurance, benefits, and payroll functions.
7. Prepare and present technical information clearly, logically, and persuasively.
8. Prepare clear, concise, and comprehensive financial reports, correspondence, policies, procedures, and other written materials.
9. Communicate clearly and concisely orally and in writing.
10. Use and troubleshoot financial data management systems.
11. Exercise tact, diplomacy, and courtesy in dealing with sensitive and complex issues and situations.
12. Demonstrate initiative and work independently with minimum administrative direction.
13. Establish and maintain effective working relationships with administrators, managers, faculty, staff, students, vendors, and others encountered in the course of work.
14. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A Master's degree from an accredited institution in Accounting, Business or related field; AND
2. Seven (7) years of increasingly responsible experience in general accounting, auditing, fiscal management, or financial systems design. Related experience must include four (4) years in a leadership or management role; OR
3. An equivalent combination of education, training, and/or experience.

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential job functions.

Primary function requires sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift carry, push, and/or pull light to moderate amounts of weight up to 20 pounds; to operate office equipment requiring repetitive hand movements and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hear in the normal audio range with or without correction.

Work is performed primarily in a standard office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; frequent interruptions and distractions. Incumbents may be exposed to occasional contact with dissatisfied or upset individuals.