

**Contra Costa Community College District
Classification Specification**

Director of Fiscal Services

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrator	Supervisor/ Management	TBD	02/29/08	Management	1 of 2

DEFINITION

The Director of Fiscal Services, under general direction, plans, organizes, directs, and supervises the work of the District Accounting Office; explains and interprets accounting procedures and processes for others; performs a variety of complex professional accounting functions; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

The primary responsibility of the Director of Fiscal Services is to supervise Accounting Department staff performing daily operational activities. Additionally, the Director of Fiscal Services will be responsible for ensuring the timely and accurate input of accounting information into the District's general ledgers; the performance of necessary reconciliations to verify the accuracy of accounting information; and the preparation and submittal of local, state and federal reports including the CCFS-311 and the CCFS-320.

RESPONSIBILITIES

The Director of Fiscal Services is primarily responsible for the following activities:

- Plan, organize, direct, and supervise the work of the district accounting office.
- Supervise the accurate recording of all receipts and non-payroll expenditures.
- Ensure that accounting records accurately reflect district expenditures and revenues.
- Oversee the input of records into the electronic financial accounting system, and the file maintenance of supporting documentation.
- Supervise the review and audit of non-payroll disbursements prior to payment.
- Oversee, audit and reconcile various accounting transactions, including payroll.
- Provide training to assigned departmental staff, and assistance to other district employees regarding accounting procedures.
- When necessary, confer with other agencies regarding interpretation and application of laws, policies, and regulations.
- Receive and attempt to resolve complaints involving accounting functions.
- Make corrections to budget reports involving revenue and non-payroll expenditures.
- Respond to information requests regarding accounting matters.
- Supervise the preparation of various financial statements, project claims, and other special reports.
- Supervise the maintenance of the general ledger.
- Oversee the preparation of the district budget.
- Compile, consolidate and report district enrollment numbers
- Provide detailed budget information and budget projections for collective bargaining discussions.

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Participate in collective bargaining negotiations as requested.

Provide budget information, status reports, and projections to governing board, chancellor, chancellor's cabinet and other groups as requested.

Design and recommend for implementation district-wide accounting policies, procedures and practices to ensure district and college fiscal accountability and fiscal integrity.

Coordinate all district audits, both external and internal.

Compose vendor and client correspondence.

Participate in the employment process for new accounting staff.

Evaluate the work of assigned staff.

Participate in all phases of accounting work as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Laws, rules, regulations, and procedures affecting accounting for receipts and disbursements.
- California Community Colleges Budget and Accounting Manual (BAM)
- Governmental accounting and auditing procedures, including Governmental Accounting Standards Board pronouncements impacting California community colleges.
- Operation of financial accounting systems and the input and securing of information and data.
- Procedures, operations, and policies of a community college district.
- Modern office methods, practices, and procedures.
- Principles of supervision and training.

Ability to:

- Plan, organize, and direct the operations of an accounting office.
- Supervise and train assigned staff.
- Analyze data and draw sound conclusions.
- Make arithmetical calculations with speed and accuracy.
- Prepare and maintain accurate, concise and complete records and reports.
- Speak and write effectively.
- Provide accounting information to others and resolve complaints.
- Establish and maintain cooperative working relationships.

Education and Training:

Equivalent to a bachelor's degree from an accredited college or university in Accounting or a related field.

Experience:

Five years of increasingly responsible professional accounting or auditing experience with three years of supervisory or lead experience.