

■ **APPLICATION DEADLINE:**

All application materials must be received on-line at [www.swccd.edu](http://www.swccd.edu). Position open until filled. Applications received by the first screening deadline of 11:59 p.m. on Friday, November 6, 2009 are guaranteed to be reviewed by the selection committee. Any application received after the deadline is not guaranteed a review.

FAXED MATERIALS ARE NOT ACCEPTED.

■ **APPLICATION PROCEDURES:**

Submit the following application materials on-line:

- 1) Letter of application (cover letter)
- 2) On-line application
- 3) Resume
- 4) Two letters of recommendation dated within the past year
- 5) Supplemental questionnaire
- 6) Unofficial copies of college transcripts with date degree conferred

It is the sole responsibility of the applicant to ensure that all application materials are received by the deadline date. A separate, complete application packet is required for each position for which you are applying for.

All materials included in your application packet become District property, will not be returned, will not be copied, and will be considered for this opening only.

**INTERVIEW TRAVEL COSTS MUST BE BORNE BY THE APPLICANT.**

As an Equal Opportunity Employer and in compliance with the Americans with Disabilities Act, Southwestern Community College District will make reasonable accommodations for individuals with disabilities.

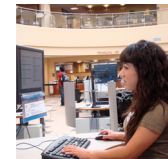
900 Otay Lakes Road  
 Chula Vista, CA 91910-7299  
 SOUTHWESTERN COLLEGE



Southwestern Community College District invites applications for the position of

# Director of Finance

Southwestern College  
 900 Otay Lakes Road  
 Chula Vista, CA 91910  
[www.swccd.edu](http://www.swccd.edu)



■ **POSITION:**

Director of Finance  
*Financial Services*

12 MONTHS, CLASSIFIED ADMINISTRATOR  
POSITION

■ **RESPONSIBILITIES:**

Under the administrative leadership and general direction of the Vice President for Business & Financial Affairs, plan, organize, direct, and monitor the activities and operations of the District's fiscal affairs programs and operations; control, administer, coordinate, develop, and implement a financial management program to provide accountability for District-wide accounting, cashiering, payroll, financial analysis, and budget functions; direct and supervise accounting work in connection with District wide budget, revenue and expenditure accounting; manage District cash flow within the District's investment policy and procedures.

■ **REPRESENTATIVE DUTIES:**

Plan, organize, direct, and provide leadership for assigned fiscal affairs functions, services, and activities including accounting, cashiering, grants, contracts, accounts payable, accounts receivable, payroll, finance, special projects, and budget functions; oversee the management and integrity of all District financial resources; manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs and functions; recommend and administer policies, procedures, and programs; oversee, participate in, and direct the conduct of a variety of studies and investigations and the preparation of periodic financial, budget, and related reports including those for the Vice President of

Business & Financial Affairs, Superintendent/President, and Governing Board; supervise the preparation of special financial or statistical research or analytical studies to assist the administration or Board in the formulation of new policies in planning of new or revised programs; attend Board meetings as required; direct the development and implementation of procedures, operations, and activities related to the collection and deposit of fees for college registration, special project contracts, and other collectibles; develop new financial procedures and assist in the development of District financial policy; direct the preparation of the District's annual budget and financial audits for all District funds; direct the preparation of Request for Proposals (RFP) related to area of assignment; negotiate banking relationships, armor car contracts, and audit contracts; participate in the development and review of District financial agreements for Certificates of Participation and other agreements; manage District cash flow within the District's investment policy and procedures; ensure adequate liquid assets and maximum investment return on District funds; direct and assure the timely preparation, maintenance, and distribution of reports, records, and questionnaires as required by federal, state, local, and District regulations; approve documents for submission; provide direction for the accounting related to new or revised college wide programs with fiscal impact; supervise and perform professional accounting, statistical, and auditing work involving the establishment, maintenance, and interpretation of interrelated financial policies and procedures; in the absence of the Vice President of Business & Financial Affairs, may participate in President's Cabinet or other meetings to advise and communicate District-wide accounting and/or budgetary issues; perform related duties and responsibilities as required.

■ **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a Bachelor's degree with major course work in accounting, finance, business administration, public administration, or related field and seven years of increasingly responsible, directly-related experience in fund accounting or closely-related functions including five years of management and supervisory experience with extensive experience in computerized financial and accounting systems, preferably in an educational or other public agency. A Master's degree is preferred.

■ **LICENSE OR CERTIFICATE:**

Certified Public Accountant (CPA) licensure is desirable.

■ **SALARY:**

Range 35, Steps 1-9, \$7,309.00-\$10,393.00. An excellent benefits package which includes medical, vision, dental, retirement, vacation, generous sick leave package, and life insurance is available for the employee and eligible dependents. This position is a classified exempt position in accordance with the Fair Labor Standards Act and California Education Code Section 88020. The employee holding this position is not eligible for overtime compensation.

■ **WORKING DAYS & HOURS:**

Monday-Friday: 8:00 a.m.-5:00 p.m.  
(Approximately)

■ **STARTING DATE:**

As soon as the successful candidate is identified and following the subsequent governing board approval.

