

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF FINANCE

SUMMARY DESCRIPTION

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

The following duties are typical for this classification. Incumbents may not perform all of 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.

1. 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. ***E***
2. 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. ***E***
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels. ***E***
4. Plan, direct, and coordinate the work of assigned staff; review and evaluate work products, methods, and procedures; organize and meet with staff to plan, develop, and implement effective programs and support services in assigned areas of responsibilities. ***E***
5. Participate in the selection of new personnel for assigned areas of responsibility; train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. ***E***
6. Establish a cohesive team, clearly communicating technical leadership and expertise, department mission, functions, and procedures. ***E***
7. 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. ***E***
8. 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. ***E***
9. Develop new financial procedures and assist in the development of District financial policy. ***E***

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10. Direct the preparation of the District's annual budget and financial audits for all District funds. *E*
11. Provide senior level leadership to the development, coordination, and implementation of computerized financial system framework and modification. *E*
12. 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. *E*
13. Consult with individual colleges and other governmental agencies to coordinate, review and process non-personnel contracts for the District including facility, equipment, and inter-district contracts. *E*
14. Manage District cash flow within the District's investment policy and procedures; ensure adequate liquid assets and maximum investment return on District funds. *E*
15. 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. *E*
16. Confer with other District administrative personnel and make decisions on actions involving District policy, information, and control. *E*
17. Provide direction for the accounting related to new or revised college wide programs with fiscal impact. *E*
18. Consult with other District administrators, staff, and outside agencies to direct the appropriate handling of unusual financial problems or deviations from policy. *E*
19. Direct the timely preparation of claims to be filed for student financial aid, nonresident tuition, capital projects, mandated cost, Certificates of Participation, and grants and contracts; approve for submission. *E*
20. Supervise and perform professional accounting, statistical, and auditing work involving the establishment, maintenance, and interpretation of interrelated financial policies and procedures. *E*
21. Serve as staff on a variety of committees, boards, and commissions; prepare and present staff reports and other necessary correspondence. *E*
22. 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. *E*
23. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of a comprehensive fiscal affairs program area including accounting, cashiering, grants, contracts, accounts payable, accounts receivable, payroll, finance, special projects, and budget functions.

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Principles and practices of program development and administration.
Principles, practices, policies, and procedures used in professional accounting and auditing work, particularly pertaining to financial analysis and research procedures.
Principles and practices of budget preparation and administration.
Principles, methods, and procedures related to revenue collection and cashiering.
Technical aspects of field of specialty.
Pertinent federal, state, and local laws, codes, and regulations including applicable sections of State Education Code as well as laws, regulations, and policies governing the fiscal requirements of various state and federal agencies.
Business and contract law.
Principles of supervision, training, and performance evaluation.
District organization, operations, policies, and objectives.
Sensitivity to all facets of the community including the needs of various groups that comprise it.
Interpersonal skills using tact, patience, and courtesy.
Methods and techniques of research, analysis, and decision making.
Principles and procedures of statistical record keeping and report preparation.
Modern office procedures, methods, and equipment including computers and applicable software.
English usage, spelling, grammar, and punctuation.
Advanced oral and written communication skills.

Ability to:

Plan, manage, direct, and provide effective leadership for the various components and functions of a comprehensive fiscal affairs program area.
Participate in the District planning process and provide innovative leadership and direction to assigned program areas while participating in the achievement of the goals and priorities of the District as a whole.
Participate in the development and administration of division goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Develop and implement programs to meet the District's fiscal affairs goals and objectives.
Research, analyze, and evaluate new service delivery methods and techniques.
Plan, organize, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Successfully delegate, hold others responsible, and instill confidence among the staff and faculty.
Read, interpret, apply, and explain applicable complex laws, regulations, requirements, policies, and procedures.
Ensure adherence to College and District policies, practices and procedures.
Provide direction to District administrators on fiscal affairs issues.
Identify and respond to sensitive organizational issues, concerns, and needs.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare clear and concise administrative and financial reports.
Prepare and present comprehensive, effective oral and written reports.
Prepare and administer an operational budget.
Understand and apply principles of community college administration.
Conduct meetings and serve on committees.
Operate and use modern office equipment including a computer and various applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Work successfully with District faculty, administrators, and staff as well as community representatives.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

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Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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.

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 with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; 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; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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