

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: DIRECTOR, FINANCIAL SERVICES**

### **DEFINITION**

Under general direction, plans, organizes, and manages all functions and activities of the District's Financial Services programs and operations; administers, coordinates, develops, and implements a financial management program to provide accountability for District-wide accounting, cashiering, payroll, financial analysis, and budget functions; directs and supervises accounting work in connection with District-wide budget, revenue, and expenditure accounting; manages District cash flow within the District's investment policy and procedures; provides highly responsible and complex professional assistance to the Vice President, Business and Financial Affairs in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant Superintendent/Vice President, Business and Financial Affairs. Provides general direction and supervision to supervisory, professional, technical, and administrative support staff, directly and through hierarchical levels of supervision indirectly.

### **CLASS CHARACTERISTICS**

This is a Department Director classification that oversees, directs, and participates oversees, directs, and participates in all activities of Financial Services, including short- and long-term planning, development, and administration of departmental policies, procedures, and services. This class provides assistance to the Vice President, Business and Financial Affairs in a variety of administrative, coordinative, analytical, and liaison capacities.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

1. Plans, organizes, directs, and provides leadership for Financial Services functions, services, and activities including accounting, cashiering, grants, contracts, accounts payable, accounts receivable, payroll, finance, special projects, and budget functions; oversees the management and integrity of all District financial resources.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs and functions; recommends and administers policies, procedures, and programs.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; within District policy, establishes appropriate budget, service, and staffing levels.
4. Plans, directs, and coordinates the work of assigned staff; reviews and evaluates work products, methods, and procedures; collaborates with staff to plan, develop, and implement effective programs and support services in assigned areas of responsibilities.
5. Participates in the selection of new staff for assigned areas of responsibility; trains, motivates, and evaluates assigned staff; provides or coordinates staff training; coaches staff toward improved performance; recommends and implements discipline and termination procedures; responds to staff questions and concerns.

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Director, Financial Services - *Continued***

6. Oversees, participates in, and directs the preparation of periodic financial, budget, and related reports for the Vice President for Business and Financial Affairs, Superintendent/President, and Governing Board; supervises 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; in the absence of the Vice President, Business and Financial Affairs, participates in President's Cabinet or other meetings to advise on District-wide accounting and/or budgetary issues; attends Governing Board meetings as required.
7. Directs 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 receivables.
8. Develops financial procedures for new or revised District-wide programs; participates in the development of District financial policy; provides direction to District administrators on fiscal affairs.
9. Directs the preparation of the District's annual budget and financial audits for all District funds.
10. Provides senior level leadership for the development, coordination, and implementation of computerized financial system framework and modification.
11. Directs the preparation of Request for Proposals (RFP) related to area of assignment; negotiates banking relationships, armored car contracts, and audit contracts; participates in the development and review of District financial agreements, including Certificates of Participation.
12. Manages District cash flow within the District's investment policy and procedures; ensures adequate liquid assets and maximum investment return on District funds.
13. Directs the timely preparation of required governmental reports and claims for student financial aid, nonresident tuition, capital projects, mandated cost, Certificates of Participation, and grants and contracts; approves documents for submission.
14. Supervises and performs professional accounting, statistical, and auditing work involving the establishment, maintenance, and interpretation of interrelated financial policies and procedures.
15. Serves as staff on a variety of committees; prepares and presents staff reports.
16. Maintains and directs the maintenance of working and official departmental files.
17. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements emerging technologies related to areas of responsibility; implements policy and procedural changes as required.
18. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
19. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
20. Performs related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Director, Financial Services - *Continued***

- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Generally accepted accounting principles and generally accepted auditing standards.
- Principles and practices of enterprise-wide budget preparation and administration
- Principles and practices of contract administration.
- Principles and practices of risk management related to the functions of the assigned area.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Methods and techniques for the development of presentations, business correspondence, research and reporting, and information distribution.
- Principles and practices of financial and statistical recordkeeping.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

**Ability to:**

- Provide administrative and professional leadership and direction for the department and assigned program areas.
- Develop and implement goals, objectives, policies, procedures, and work standards for assigned program areas.
- Develop and monitor large and complex budgets and effectively utilize resources.
- Develop and implement internal controls.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Select, train, motivate, and evaluate the work of staff; train staff in work methods and procedures.
- Delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Direct the maintenance of accurate databases, records, and files.
- Effectively manage priorities in complex and diverse operational units.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Understand scope of authority in making independent decisions.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Director, Financial Services - *Continued***

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field, **AND** five (5) of increasingly responsible management and/or administrative experience in finance, accounting, budget development, or related fiscal programs, preferably in an institution of higher education using a complex integrated finance enterprise application system. A master's degree is desired.

**LICENSES AND CERTIFICATIONS:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment is desirable.

**DISTRICT VALUES**

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The incumbent must occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbent must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

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