

JOB TITLE: DIRECTOR OF FINANCE

PAY GRADE: CS24

LAST REVISED: JUNE 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the financial activities and operations of the Business Office including accounting, auditing, financial reporting, budget development and maintenance, payroll, purchasing, accounts payable, cashiering, mail processing, printing and warehouse operations; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Vice President-Finance and Administration.

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. Assumes full management responsibility for all Business Office services and activities including accounting, auditing, financial reporting, budget development and maintenance, payroll, purchasing, accounts payable, cashiering, mail processing, printing and warehouse operations.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Business Office's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Assures protection of assets by developing, coordinating, and overseeing administration of internal accounting policies, controls, and procedures for all accounting operations; oversee Districts investments.

9. Directs and prepares periodic reports that compare performance with plans, budgets, and standards; interprets financial and statistical results; provides departments with periodic financial management information; forecasts short-range cash requirements and obligations.
10. Prepares the annual budget development calendar and instructions; projects District revenues and expenditures; prepares preliminary and final budget summaries for District funds; prepares recommended budget for Board approval and any subsequent budget revisions.
11. Directs and participates in the closing of financial records to prepare trial balance financial summary statements including all special funding, deferred balances, and accruals; assists in reporting to the Board's audit committee regarding audit progress and results.
12. Oversees the central review and analysis of insurance, contracts, leases and agreements to assure compliance, reduce costs, and minimize loss exposure; administers special service contracts for bookstore, food, and other college services; negotiates cost, scope of services, and critical performance measures.
13. Analyzes risk-and-return for decisions on the amount of coverage, self-funded versus third party options, health and welfare options and other forms of loss prevention; participate in District benefit oversight, vendor selection and policy application.
14. Oversees the District's debt instruments including certificates of participation and bond issues; assists in the preparation of official statements for bond issuance; presents District's financial position to bond rating agencies and assures compliance with all governmental debt regulations.
15. Provides staff assistance to the Vice President-Finance and Administration; prepares and presents staff reports and other necessary correspondence.
16. Represents the Business Office to other departments and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations; ensures timely completion of the annual audit in compliance with applicable regulations.
17. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
18. Participates on a variety of boards, commissions, and committees including the collective bargaining process; represents the District and Board of Directors in collective bargaining negotiations.
19. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of accounting and finance administration; incorporates new developments as appropriate.
20. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive accounting and financial management program for higher education.

GAAP.

Advanced principles and practices of accounting, auditing and finance for higher education and public sector and familiarity with GASB.

Advanced principles and practices of program development and administration.
Principles and procedures used in the development of internal control.
Methods and techniques used in financial analysis and research.
Principles and procedures of financial record keeping and reporting.
Procedures of the external audit process.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Advanced mathematical principles.
Principles and practices of budget preparation and administration.
Methods and techniques of customer service.
Principles of business letter writing and report preparation.
Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations governing financial transactions.

Ability to:

Manage and direct a comprehensive financial management and accounting program.
Develop and administer departmental goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Identify and respond to sensitive organizational issues, concerns, and needs.
Plan, organize, direct, and coordinate the work of assigned staff.
Delegate authority and responsibility.
Select, supervise, train, and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Conduct complex analyses of accounting systems, financial reports, business opportunities, and on-going operations.
Convert financial information and outcomes into reports of findings and conditions.
Gather and analyze data and develop conclusions and recommendations.
Develop projections using historical data and inferential methods.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable federal, state, and local policies, laws, and regulations.
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 Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree or higher from an accredited college or university with major course work in accounting, finance or business administration .

Experience:

Eight years of years of increasingly responsible experience in accounting systems and operations, financial reporting, and auditing, including three years of management and administrative responsibility.

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.

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 walk, 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; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

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