

**ASSISTANT VICE CHANCELLOR, FISCAL SERVICES
JOB DESCRIPTION – CLASSIFIED ADMINISTRATIVE**

POSITION OVERVIEW

Directly responsible to the Vice Chancellor, Business Services for the leadership and administration of all aspects of accounting, disbursement services, budgeting, payroll, contract management, financial reporting and internal and external auditing functions. Also directly responsible to the Vice Chancellor for other financial matters including financial project management and other business functions as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are essential for this position and illustrate the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Plan, organize, direct and lead activities and the operations of Fiscal Services, assuring compliance with applicable laws, codes and regulations.
2. Develop strategic initiatives for district-wide fiscal management and practices; develop fiscal policies and procedures; interpret laws and advise District and campus staff regarding policies and procedures.
3. Provide leadership and direction for fiscal strategies, accountability, solvency, and sound business practices; provide leadership and assistance to the District's budget planning including the District's Budget Allocation Model, multi-year forecasts and plans, and other budget allocation processes, ensuring all policies, processes and systems are implemented and executed.
4. Direct the development, review and analysis of all district-wide budgets and related documents to assure proper allocations, fund disbursement and compliance with legal requirements.
5. Evaluate and project annual income and expenditures; monitor spending to ensure compliance with established limitations.
6. Coordinate and oversee timely completion of required reports including the CCFS-311 fiscal report, CCFS-320 attendance report, cash flow analysis and other system, state, and federal reports and forms.
7. Ensure that all accounting transactions are performed according to applicable regulations and policy; ensure timely and accurate processing of payments to vendors and deposit of receipts.
8. Serve as the district's Disbursing Officer with the Orange County Department of Education, to whom the District is fiscally accountable. This position has the authority in the legality of expenditures and has access to legal counsel and direct access to the Board under such circumstances.
9. Ensure timely and accurate preparation, production, and distribution of employee payroll checks; ensure the timely processing and records maintenance related to employee leave balances, tax reporting, and payroll deductions.
10. Coordinate and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting; maintain proper internal accounting controls over all accounting functions to safeguard District assets, and establish accuracy and reliability of financial data; coordinate audits and direct and participate in the review and auditing of financial statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles.
11. Ensure proper and timely resolution of fiscal issues and discrepancies.

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12. Ensure contract compliance with federal, state codes and laws, and District Board Policies and Administrative Regulations and overall management of all District contracts.
13. Lead, assess, and mentor team members to ensure daily operations excellence and encourage and inspire creativity.
14. Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, and evaluation of assigned staff.
15. Responsible for administering collective bargaining agreements and compliance with District policies, rules and regulations regarding personnel.
16. Provide consultation, technical expertise, and advice to administrators, faculty, staff, and outside agencies concerning fiscal operations and activities; respond to inquiries and provide detailed information concerning accounts, funds, budgets, transactions, records, standards, principles, laws, codes, regulations, policies and procedures.
17. Innovate and implement new ideas for continuous improvement, including process enhancements that reduce costs, strengthen stakeholder satisfaction, and/or improve the effective delivery of fiscal services.
18. Advocate for the technological needs of all Business Services.
19. Maintain communication with District and college personnel, governmental agencies and various outside organizations to exchange information, resolve conflicts and issues and coordinate fiscal operations.
20. Make oral presentations, provide information regarding the fiscal services of the district; represent the District/department at meetings as assigned.
21. Serve on and provide information for a variety of committees; serve as liaison for the Fiscal Services department with other departments, divisions, and outside agencies.
22. Assist with general obligation bond and Certificates of Participation transactions, including financial analysis and reports, preparation for and participation in bond rating assessment interviews with external agencies, and construction program fiscal management.
23. Perform other duties as assigned and serves as backup to the Vice Chancellor, Business Services.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Budget development and analysis, accounting internal controls, contract administration, purchasing and accounts payable procedures.
2. Governmental Accounting Standards Board pronouncements and Generally Accepted Accounting Principles as they relate to governmental agencies.
3. Financial information software applications and systems and their use in financial analysis and reporting.
4. California Education Code and Title 5 requirements relating to budget and accounting.
5. Community College Budget and Accounting Manual.
6. Accounting and record keeping procedures.
7. Principles of supervision, training, performance evaluation, team building, motivation, and conflict resolution principles.
8. Effective and concise verbal and written communication skills.
9. English usage, spelling, grammar, and punctuation.

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Ability to:

1. Plan and evaluate activities and programs.
2. Conduct research and articulate results; clearly communicate ideas and recommendations; write clear and concise reports, presentations, and related communications.
3. Interpret, apply, and explain rules, regulations, policies, and procedures.
4. Analyze situations accurately and adopt an effective course of action.
5. Develop and implement procedures that improve efficiency and ensure compliance with applicable laws, codes, regulations, policies, and procedures.
6. Manage multiple projects while meeting schedules and timelines.
7. Communicate effectively both orally and in writing.
8. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
9. Establish and maintain cooperative working relationships with college and district personnel, vendors, professional colleagues and representatives from various outside agencies.
10. Oversee, direct, and coordinate the work of assigned staff.
11. Review and evaluate employee job performance, effectively supervise assigned staff, and foster a teamwork environment.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university and five (5) years of recent, increasingly responsible experience in budgeting and accounting services for a public agency OR Master's degree/Doctorate degree from an accredited college or university and three (3) years of recent experience in budgeting and accounting services for a public agency. Supervisory experience is required, including at least three (3) years of direct supervisory experience while managing a mid- to large-sized complex budget and accounting department within a public agency, with demonstrated skills in leadership, multi-year financial analysis, forecasting and planning, and developing and carrying out strategic initiatives. Possession of a current and valid Certified Public Accountant license is required.

DESIRABLE QUALIFICATIONS

Possession of a graduate degree in business administration, accounting, finance, or related field from an accredited college or university is desired. Knowledge of California Community College regulations and experience working in a participatory governance educational environment are desired.

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