

## **FISCAL SERVICES SUPERVISOR**

### **DEFINITION**

Under the direction of the Associate Vice Chancellor, Finance, perform a variety of professional, technical and supervisory duties related to the District budget, including position control, attendance reporting, and accounting processes. Monitoring for compliance with State and Federal regulations, District policies and regulations, principles of sound fiscal management and generally accepted accounting principles; preparing internal and external financial reports and claims.

### **TYPICAL DUTIES**

Plan, organize, and coordinate development of the annual District budget for all funds, including ensuring appropriate notice and publication; interpret and monitor compliance with established guidelines and legal requirements for assigned areas; maintain the District's chart of accounts; coordinate and supervise establishment of operating budgets; monitor expenditures to budget; primary responsibility for development of, and monitoring the unrestricted general fund budget including revenues and appropriations for authorized staffing levels and operational funds; implement the Board-approved budget, including oversight of position control activities for all funds, coordinate with Payroll, Human Resources and Employee Benefits on related matters; prepare and monitor the child development center fund budget and file reports and claims with the State; determine instructional FTE utilization and instructional productivity levels; monitor counseling, nurse and librarian utilization; prepare counseling entitlement; monitor faculty load balancing; review budget transfers and accounting entries; coordinate, prepare or supervise preparation of fiscal statistical reports and required State reporting including the faculty obligation number, annual faculty hires information, daily enrollment reports as well as other attendance reporting; file attendance accounting reports with the State; work with college instructional offices regarding scheduling of classes; work with admissions and records offices regarding student enrollment; prepare claims for contracts; participate in year-end close activities including closing assigned funds and sub-funds; confer with Information Technology, Human Resources and District staff regarding the development and enhancement of automated systems; recommend modification of programs as appropriate; perform special studies and analyses as requested by management; research, compile, and analyze data and prepare recommendations, summaries and reports; coordinate and supervise maintenance of other district funds as assigned; monitor compliance with State and Federal regulations, District policies and sound management principles with regard to budget preparation and control; interface with external and internal auditors for assigned areas; train, supervise, and evaluate the performance of assigned staff; provide technical expertise to District staff regarding fiscal policy and accounting procedures; confer with District and College staff regarding budget procedures, schedules, and guidelines; participate on District-wide committees; review, interpret and draft contract terms; ensure appropriate payment or collection of funds; present workshops; perform other duties as assigned.

### **QUALIFICATIONS**

#### **EXPERIENCE**

Four years of experience in financial record keeping, including one year of experience in a lead or supervisory capacity.

**EDUCATION**

Bachelor's degree from an accredited institution in accounting, business administration or related field; **OR** a Bachelor's degree from an accredited institution in any area with one additional year of experience in a finance-related field.

**KNOWLEDGE OF**

Accounting and auditing principles, practices and procedures, including governmental accounting, GASB, GAAP and internal controls; federal and state regulations including the California Education Code; California Community Colleges Budget and Accounting Manual; legal reporting requirements; preparation, review and control of highly complex and responsible technical and financial records; financial analysis and projection techniques; computer applications and management information systems; preparation of financial statements and comprehensive accounting and management reports; budget preparation, control, and revenue projections; principles and practices of effective supervision and training; interpersonal skills using tact, patience and courtesy; effective oral and written communication skills.

**ESSENTIAL FUNCTIONS (ABILITY TO)**

Perform the basic functions of the position; plan, organize and perform professional-level budget, accounting and auditing duties; perform complex and responsible analytical studies; prepare and analyze comprehensive financial reports and prepare forecasts and formulate recommendations for action; accurately analyze, interpret, apply, and explain laws, policies, regulations and fiscal data; prepare financial statements, profit and loss statements and other technical financial reporting documents; plan, organize, prioritize and supervise the workload of assigned areas of responsibility; use computer applications for accounting processes; maintain current knowledge of program rules, regulations, requirements and restrictions; maintain current knowledge of technological advances in accounting and business management; analyze situations accurately and adopt effective courses of action; meet schedules and timelines; supervise the work of others; work cooperatively with the public, students, faculty and staff; work independently with minimum direction; work as a member of a team; sustain regular work attendance; exercise initiative and good judgment.