West Valley - Mission
Community College District

Class Specification

Director, Facilities Finance

Classified Administrative Position (Exempt Status)
Administrative Salary Schedule – Range 20

Definition

To plan, organize, direct and coordinate the activities of the facilities department including cash flow, financials and audits; to coordinate facilities finance activities with other district departments; and to provide highly complex staff assistance to the Vice Chancellor, Facilities Development and Operations.

Supervision Received and Exercised

Receives administrative direction from Vice Chancellor, Facilities Development and Operations.

Exercises direct supervision over assigned professional, technical and administrative support staff.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Develop and implement department goals, objectives, policies, and procedures.
- Plan, organize, and direct facilities financial activities including budgets, state capital outlay grants, cash flow, accounts payable, financial statements and various annual audits.
- Direct, oversee, and participate in the development of the facilities and bond program finance work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Prepare the assigned budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Recommend the appointment of staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Plan, organize, coordinate and direct the facilities department's budget development process; develop and implement procedures, timelines and formats related to budget preparation and maintenance; advise executive management of budgetary issues and concerns.
- Coordinate activities and services between facilities and other district and/or college departments and address questions and issues related to program planning and control or other financial issues; evaluate, recommend and supervise the installation of accounting processes and procedures including the installation of automated systems and software; may participate in or lead district-wide committees.

- Plan, organize and oversee the maintenance of various accounts and funds; ensure that appropriate records, files and documentation are maintained; establish and maintain adequate internal controls in accordance with generally accepted accounting principles (GAAP); plan, organize and coordinate year-end closing.
- Organize, coordinate and oversee the timely and accurate preparation and submittal of a variety of monthly, quarterly, annual and periodic financial reports and documents required by the state, federal agencies and district policies; forward to executive management for review and approval as appropriate and transmit to requesting authority in a timely manner.
- Prepare and review work papers for annual district audit; respond to questions from auditors and prepare responses to audit comments as requested by management.
- Prepare revenue forecasts for bond-funded annual budgets and periodic budget status report briefings; develop and analyze projections and variances; prepare and forward reports as appropriate.
- Review bond-funded and capital outlay financial transactions to assure conformance to district, county, state and federal policies, rules, regulations and codes; assure compliance with audit requirements and sound fiscal policies.
- Represent the department and division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Principles and practices of government fund accounting.
- Principles and practices of general accepted accounting and auditing.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, state, and federal rules, regulations and laws.
- Modern office practices, methods, and computer equipment.
- Principles and practices of organizational analysis and management.
- Principles and practices of participatory governance and effective practices of adult teaching and learning.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training, and personnel management.

Ability to

- Organize and direct the facilities finance operations.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply district, division and department policies, procedures, rules and regulations.
- Supervise, train and evaluate staff.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.

- Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

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

Experience

Five years of increasingly responsible experience in accounting or finance, including two years of administrative and management responsibility.

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.

License and Certificate

May need to possess an appropriate, valid California driver's license as required by the position.

EEO Category: Executive/Administrative/Managerial

Approved Date: October 10, 2025