West Valley - Mission
Community College District

Class Specification

Executive Director, Financial Services

Classified Administrative Position (Exempt Status)
Administrative Salary Schedule – Range 28

Definition

To provide leadership and to plan, organize, direct, and review the activities and operations of the fiscal services division including accounting, budget and payroll; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to the Vice Chancellor.

Supervision Received and Exercised

Receives administrative direction from the Vice Chancellor.

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

Examples of Essential Duties

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

- Develop, plan, and implement division goals and objectives; recommend and administer policies and procedures.
- Coordinate division activities with those of other divisions, departments, and outside agencies and organizations; provide staff assistance to the Chancellor and Vice Chancellor; prepare and present staff reports and other necessary correspondence.
- Direct, oversee, and participate in the development of the division's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Supervise and participate in the development and administration of the fiscal services and district-wide budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Address audit findings and work with auditors to record General Accounting Standards Board (GASB) adjustment entries.
- Select, train, motivate, and evaluate staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the division.
- Plan, organize, coordinate, and direct the district’s budget development process; develop and implement procedures, timelines, and formats related to budget preparation and maintenance.
- Direct the timely preparation of district payrolls for full-time and part-time classified and academic staff in accordance with established schedules, district policies, state laws, and pertinent collective bargaining agreements.
- Prepare and review financial analyses for labor negotiations.
- Represent the division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary; ensure compliance with state, federal and local reporting requirements.
- 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 accounting and auditing.
- Principles and practices of budgets, long-range planning and financial projections.
- Policies, procedures, and processes used in public sector contract administration and procurement.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, state, and federal laws, rules and regulations.
- Principles and practices of participatory governance and effective practices of adult teaching and learning.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.

Ability to

- Plan, direct, and control the administration and operations of the fiscal services division.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve division related issues; 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.
- Prepare and administer division budgets.
- Develop and implement division policies and procedures.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply district and division policies, procedures, rules and regulations.
- Supervise, train, and evaluate assigned 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

Seven years of increasingly responsible experience in financial management, budget and accounting, 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 business administration, finance, accounting or a related field. A Master's degree is desirable.

EEO Category: Executive/Administrative/Managerial

Approved Date: July 01, 2016