

**Manager, Fiscal Services**  
**San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=246423>

Downloaded On: Oct. 19, 2024 1:18pm

Posted Oct. 8, 2024, set to expire Oct. 31, 2024

<b>Job Title</b>	Manager, Fiscal Services
<b>Department</b>	Finance and Business Services
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Oct. 8, 2024
<b>Application Deadline</b>	10/31/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Accounting & Finance
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5695079">https://apptrkr.com/5695079</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Manager, Fiscal Services**

**San Diego Community College District**

**Closing Date:** 10/31/2024

**Position Number:** 007660

**Location:** District

**Position Type:**

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Classified

**The Position:**

Posting Details (Default Section)

Closing Date: 10/31/2024

Open Until Filled: No

Classification Title: Manager, Fiscal Services

Working Title: Manager, Special Funds

Location: District

**Pay Information**

Range 4 (\$9,456.53- \$15,403.70) per month based on the 2024 Management Salary Schedule.

New employees -Initial salary placement is commensurate with related experience. Promoted or transferred employees will be placed as specified in the CBA and is non-negotiable. The district offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the Management Employees Handbook.

This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0

No. Months: 12

Position Number: 007660

FLSA Status: Exempt (does not accrue overtime)

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Position Type: Classified

Bargaining Unit: Management

Range: 4

Department: Finance and Business Services

### **The Position**

Under the direction of the assigned manager, plan, organize, direct and control all fiscal operational aspects, including, but not limited to, related to budgeting, accounts payable, general accounting, restricted funds, special funds, financial analysis, financial reporting, and Finance System Management. The Manager, Fiscal Services also provides support to other District, campus, and external constituencies, acts as a liaison through service on committees, councils and/or workgroups, and other fiscal related duties as assigned.

Classification Description: Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option.

### **Desired Qualifications**

A Bachelor's degree in Accounting, Finance, Business or related field AND at least five years of increasingly responsible, professional level work experience, including two years of supervisory experience.

The following are preferred but not required:

- Master's degree and/or CPA, CMA or other professional fiscal related certification.
- Four years of advanced technical training in accounting or a related field.
- High proficiency in Microsoft Word, PowerPoint and Excel including pivot tables; and PeopleSoft Accounting software experience is a plus.

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Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your on-line application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application, including responses to Supplemental Questions;
2. Complete responses to the Supplemental Questions, including examples and outcomes;
3. Cover Letter;
4. Curriculum Vitae or Resume;
5. CPA or other professional finance related credential; AND,
6. Three (3) professional references listed within the online application.
7. Unofficial Transcripts (Optional).
8. Foreign Degree Evaluation (if applicable).

**Important:** To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

**Conditions of Employment:**

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**SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the district's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**;
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices; AND,
- Employed on an initial contract of two (2) year that is eligible for renewal annually for up to a subsequent two-year period.

**EMPLOYMENT AFTER RETIREMENT**

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: Please note that an employee may be transferred to any site at the option of the Chancellor.

**EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time academic employees. The district contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the State Teachers' Retirement System (STRS) upon appointment. Posting Number: CL01715

**Major Responsibilities:**

**Qualifications:**

**Desired Qualifications:**

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**Licenses:**

**Pay Information:**

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**To apply, visit:** <https://www.sdccdjobs.com>

*All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic*



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*backgrounds of community college students and staff.*

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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San Diego Community College District

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