

EXECUTIVE DIRECTOR, FISCAL SERVICES
San Jose/Evergreen Community College District

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Downloaded On: Apr. 12, 2025 1:45am

Posted Apr. 4, 2025, set to expire Apr. 27, 2025

Job Title	EXECUTIVE DIRECTOR, FISCAL SERVICES
Department	Executive
Institution	San Jose/Evergreen Community College District San Jose, California
Date Posted	Apr. 4, 2025
Application Deadline	04/27/2025
Position Start Date	Available immediately
Job Categories	Director/Manager Senior Executive Officer
Academic Field(s)	Administration - Accounting & Finance
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Job Description

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EXECUTIVE DIRECTOR, FISCAL SERVICES

San Jose/Evergreen Community College District

Close/First Review Date:04/27/2025

Work Location: District Office

Position Description:

POSITION SUMMARY

EXECUTIVE DIRECTOR, FISCAL SERVICES San Jose/Evergreen Community College District

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The Executive Director of Fiscal Services reports to the Vice Chancellor of Administrative Services at the District Office. This is a full time, 12 months per year, management position.

POSITION PURPOSE

Reporting to the Vice Chancellor of Administrative Services, the Executive Director of Fiscal Services serves as the Districts key financial expert and is responsible for the administration and management of district business services. This position leads, directs and oversees the budget, finance and accounting, auxiliary services, and the contracts and risk management program of the District; serves as the principle liaison between the centralized accounting, payroll and purchasing functions and the college business service offices.

NATURE AND SCOPE

The Executive Director of Fiscal Services leads the fiscal services of the District including accounting, budget, purchasing, payroll, warehouse, contracts and risk management, and auxiliary services. The position oversees the Districts budget; prepares District attendance accounting reports and various other financial reports; supervises and evaluates the performance of assigned personnel; oversees accounting, purchasing, payroll and risk management; and develops and presents fiscal and business strategies.

DUTIES and RESPONSIBILITIES

1. Advise the Vice Chancellor of Administrative Services and District Management on financial, payroll, contracts, purchasing, and risk management issues.
2. Provide leadership and oversight to the District Fiscal Services team. Plan, organize, control and oversee the fiscal services of the District including accounting, budget, payroll, purchasing, warehouse, auxiliary services, contracts and risk management program.
3. Evaluate the financial impact of policy options; formulate, maintain and implement District accounting procedures; approve payments, budget transfers, journal entries, legal reports and other transactions as appropriate; manage the flow of office activities.
4. Oversee and administer the Districts annual budget; publish budget process guidelines; participate in the development of strategies and budget goals for the Colleges and District Office.
5. Administer specialized presentations and analyses for the Districts strategic planning and

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employment negotiation processes; oversee the preparation of multi-year financial projections, cash flow and financial analyses including revenue, expenditure, employee compensation and historical comparisons, cost/benefit analyses and others.

6. Serve as primary liaison with the Districts independent auditors; oversee the annual independent audit; participate in audit committee meetings to determine scope of audits and review results; coordinate the audit calendar; discuss auditor concerns with appropriate administrators and approve management strategies to resolve findings; prepare related reports.

7. Prepare the Districts attendance accounting reports; conduct a detailed review and assure accuracy of data.

8. Oversee and provide directions and leadership for risk management program.

9. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures.

10. Provide technical expertise, information and assistance to the Vice Chancellor regarding assigned functions.

11. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

12. Attend and conduct a variety of meetings as assigned; represent the District at various state, regional, and local meetings; serve as the District representative on various Boards; participate in conferences and workshops to maintain current knowledge in legislation, technology, standards, and practices related to assigned activities.

13. Cultivate positive working relationships within the District to build customer confidence and satisfaction. Communicate with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.

14. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

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1. Accounting, auditing, budgeting, and cash management as applied to California community colleges.
2. Theory and practices of public finance and business administration.
3. Financial systems and methods of budget development, tracking, and monitoring.
4. Basic research and analytical methods.
5. Principles, practices and terminology used in complex financial and statistical recordkeeping.
6. Risk management specializing in liability and property coverage.
7. Pertinent federal, state and local laws, codes and regulations.
8. Principles of supervision, training and performance evaluation.

Skills and Abilities:

1. Plan, organize, control and direct a centralized fiscal services department including accounting, budget, purchasing, payroll and auxiliary services.
2. Develop and maintain complex accounting, database, and spreadsheet models and systems.
3. Interpret, apply and explain rules, regulations, policies and procedures.
4. Prepare comprehensive narrative and statistical reports.
5. Direct the maintenance of a variety of reports and files related to assigned activities.
6. Direct, schedule, coordinate and evaluate the work of assigned employees.
7. Communicate effectively both orally and in writing.
8. Build and foster knowledgeable, cohesive and effective work teams.
9. Establish and maintain cooperative and effective working relationships with others.
10. Operate a computer and assigned office equipment.

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11. Analyze situations accurately and adopt an effective course of action.

12. Plan, organize work and meet schedules.

Required Qualifications:

EDUCATION AND EXPERIENCE

1. Bachelors degree from an accredited institution in accounting, finance, business administration or related field.
2. Five years of increasingly responsible experience in the management of a fiscal services or accounting department, preferably in a public agency.

Desired Qualifications:

Preferred Qualifications

1. Bilingual abilities, desirable.

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$193,580 - \$235,299 Annual Salary (Range M36: Management 2024-2025). Salary Schedule. Starting salary placement is generally at Step 1.

Benefits:



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Excellent fringe benefit package includes District paid medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Manager and Supervisor positions also include 22 vacation days, 20 holidays, 12 sick leave days and 6 administrative leave days per year.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

Contact Information



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

Contact

Executive

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