

Director, Budget and Fiscal Services (Controller)  
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=256798>

Downloaded On: May. 10, 2025 12:42am

Posted May 9, 2025, set to expire May 21, 2025

**Job Title** Director, Budget and Fiscal Services (Controller)  
**Department** Business Services  
**Institution** Cabrillo College  
Aptos, California

**Date Posted** May 9, 2025

**Application Deadline** 05/21/2025

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Accounting & Finance

**Apply Online Here** <https://apptrkr.com/6213865>

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**Job Description**

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**Director, Budget and Fiscal Services (Controller)**

**Cabrillo College**

**Salary:** See Position Description

**Job Type:** Full-time (100%)

**Job Number:** 2025-02000

**Closing:** 5/21/2025 11:59 PM Pacific

**Location:** Aptos/Watsonville, CA

**Department:**

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Business Services

**Employment Opportunity**

Cabrillo College is seeking a **Director, Budget and Fiscal Services (Controller)** who under general direction, plans, organizes, directs and integrates operations of the Finance Department, including long-term financial forecasting, planning and reporting, accounting, budgeting, categorical and grant-fund reporting and compliance, payroll and other fiscal operations to ensure fiscal accountability and sound financial management of the District's resources; provides expert professional assistance and guidance to District executives and management on fiscal, accounting and related matters; ensures compliance with state and federal regulations, policies and procedures; and performs related duties as assigned.

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is a Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

**COMPENSATION AND BENEFITS:**

**Salary:**

Full-time administrative/management assignment (223-day work year), 12 months per year, Monday through Friday 8:00 a.m. - 5:00 p.m., with evenings and/or weekends as needed. Current eight-step **salary schedule ranges from \$126,382 to \$177,832 per year**. Salary placement is determined by documented education and experience. **A doctoral stipend of \$4,775 per year** is provided to eligible employees. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification. **Cabrillo is unable to sponsor work visas.**

**Benefits:**

Cabrillo College currently provides a generous benefit stipend for employees plus dependents that employees apply towards benefit selections for medical, dental, vision (optional) life, and short-term/long-term disability insurance provided at a share of cost on a pretax basis, PERS Retirement and an employee assistance program (EAP). Depending on health plan selections, in many cases full-time employee net out-of-pocket for benefit premiums may be as low as \$0.

Classified administrators are required to join the Public Employee's Retirement System (PERS) and as

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such must contribute 8% of their monthly salary to PERS on a pre-tax basis. *Please see the [Benefits link](#) on the HR webpage for more information.*

**Work-Life Balance:**

**This opportunity is a full-time assignment, 12 months per year. Cabrillo administrators enjoy a 223-day work schedule, which equates to an average of 19 self-selected non-work days,** 19 set holidays, 3 individual responsibility days off annually, 12 days of sick leave accrue annually, 7 days of which can be used as Personal Necessity.

**Cabrillo's Commitment to Diversity:**

The ideal candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2007, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Cabrillo College has a tradition of collegial governance, and employees at all levels possess a long history of participatory governance in all levels of decision-making at the college. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.

Employees at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual educational goals. ***Come join us in our vision to improve the world, one student at a time!***

**Examples of Duties**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, directs, controls, integrates and evaluates the work of the Finance Department; with managers and staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to development of and monitors performance against the annual District

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and departmental budget; manages and directs development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

- Directs and manages the performance of managers and staff; directs and oversees the selection of managers and staff; establishes performance requirements and professional development targets for direct reports; regularly monitors performance and provides coaching for performance improvement and development including performance evaluations; accurate reporting of absence time; hears and acts on grievances; subject to concurrence by senior management and Human Resources, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.
- Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's and District's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
- Provides support to reporting managers and/or administrators regarding disciplinary actions and grievances; approves related decisions.
- With members of Senior Management, participates in the development and implementation of District strategic plans, goals and objectives including Guided Pathways; leads and directs department staff in the development and application of new methodologies, technologies and business process improvements to achieve higher efficiency, productivity and customer service in department work processes.
- Through subordinate managers, directs, manages and participates in development and management of the District's annual operating, capital and grant and fund budgets; oversees and participates in developing long-range financial forecasts; researches and formulates recommendations on budgeting and funding issues, challenges and operational alternatives; provides advice on availability of funds for long-term projects; directs and monitors expenditures against budgets.
- Through subordinate managers, directs and manages preparation and maintenance of District accounting and financial records for all general fund, categorically-funded and grant-funded operations, programs and services including financial aid programs and trust accounts, including the work of staff performing general ledger and grants accounting, payroll, accounts payable/receivable and student accounting functions; oversees and participates in analyses of the impacts of grant-funded programs on the District's general fund budget and internal control/compliance requirements; oversees the completion of all grant financial reporting requirements, ensuring compliance with federal, state and District requirements and regulations; implements and enforces a sound system of internal control processes and procedures to ensure

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against fraud, errors and omissions in District financial operations and records.

- Directs, manages and participates in evaluating and developing new or revised financial management and accounting policies and procedures to improve operational effectiveness.
- Oversees the work of department staff in collaboration with the Information Technology department to develop, enhance and administer the District's enterprise ERP and financial systems.
- Researches and evaluates the impacts of economic, legislative, enrollment and other changes on District financial plans and budgets; develops recommendations and makes presentations to senior management, other stakeholder groups and the Board of Trustees.
- Directs and oversees the preparation of financial and other reports to the State Chancellor's Office and accreditation bodies.
- Directs preparation for and oversees the annual audit process; ensures that required information and responses to questions are provided in a complete and timely manner; drafts the Management Discussion and Analysis section of the audit report; develops explanatory narratives and/or corrective action plans in response to any audit comments or recommendations.
- Makes presentations to the College Planning Council, President's Cabinet, Board of Trustees, the Cabrillo Foundation and to other District groups.
- Serves on committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
- Directs the District's bond financing activities and operations; provides necessary assistance to staff, senior management and other District personnel on bond proceeds.
- Participates in participatory governance committees, processes and initiatives.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

## OTHER DUTIES

- Directs and oversees training programs for District administrators, managers and staff on self-service management report processes.
- Serves as Section Chief on the Emergency Operations Center Team regarding finance, recordkeeping, state and FEMA documentation.
- Performs related duties as assigned.

## Minimum Qualifications

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## EDUCATION AND EXPERIENCE

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

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- Graduation from an accredited four-year college or university with a major in finance, accounting, public or business administration or a related field; **AND**
- At least seven (7) years of progressively responsible professional financial management experience, at least two (2) years of which were at a management level; **OR**
- An equivalent combination of training and experience.

### Desirable:

- A Master's degree in accounting, taxation, business or public administration or a related field.
- Certification as Certified Public Accountant.

***Still working on completing your degree?*** Applicants currently working on the required degree(s) for the position are encouraged to apply with the understanding that they must complete the Equivalency Form and attach supporting documentation with their application.

For additional information, please review our [Applicant FAQ's here](#).

## KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Principles, practices and procedures of general and governmental accounting, particularly involving financial statement preparation and methods of financial control and reporting.
- Generally accepted accounting principles, Government Accounting Board standards and other standards and requirements applicable to community colleges.
- Principles, practices and procedures of internal control and audit.
- Principles and practices of public agency budget development and management and grant tracking and monitoring.
- Federal, state, local and District laws, regulations and policies governing fiscal requirements of

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community colleges and educational institutions, including those related to categorical programs and payroll.

- Principles, practices, laws and regulations applicable to public agency capital financing and the investment and management of public funds.
- General principles of risk management.
- District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance and advancement.
- Applicable federal, state and local laws, rules and regulations [including OSHA rules and regulations if applicable].
- Principles and practices of sound business communication.
- Research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- Principles and practices of strategic planning.
- Basic principles and practices of organizational improvement, equity and culture change.
- Safety policies and safe work practices applicable to the work being performed.
- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.

**Skills and Abilities to:**

- Plan and direct activities of the Finance department.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Analyze complex financial and statistical data and prepare accounting statements, reports, summary conclusions and recommendations in accordance with generally accepted accounting principles and legal requirements.
- Work collaboratively with District deans, directors, managers and the community and provide expert advice and counsel to develop solutions to complex issues.
- Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Develop and implement appropriate procedures and controls.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively, both orally and in writing.



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- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District effectively in dealings with the State Chancellor's Office, other colleges and public agencies and outside auditors.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.

## **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

A valid California driver's license or ability to access and use alternative transportation.

### **Additional Information**

## **APPLICATION PROCESS**

### **Required for submission:**

1. Complete application & answer supplemental questions; providing detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach unofficial transcripts from all colleges attended showing degree(s) conferred (copies, photos, and downloads are acceptable). Foreign transcripts must be evaluated for U.S. equivalency and any costs are at the applicant's expense - [click here](#) for more information

**Please note:** All application materials must be received by 11:59 pm on the closing date indicated above.

### **Official Transcripts**

As part of the onboarding process, you are expected to submit official college transcripts within 30 days of hire.

### **Attention Applicants**

Only completed applications with the above required documents will be reviewed by the committee; *additional documents will not be reviewed by the committee.* Remove personally identifiable



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information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.**

**Questions? Concerns?** Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

### **Selection Procedure**

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

### **Conditions of Employment**

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [eVerify](#) employer.

### **EEO Statement**

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

### **Accommodations**

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at [cabrillohr@cabrillo.edu](mailto:cabrillohr@cabrillo.edu).

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4932961/director-budget-and-fiscal-services-controller>

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**Contact Information**

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

**Contact**

Business Services  
Cabrillo College

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