

Director, College Fiscal Services
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268697>

Downloaded On: Nov. 29, 2025 11:35pm

Posted Nov. 29, 2025, set to expire Jun. 1, 2026

Job Title Director, College Fiscal Services
Department Finance and Administrative Services
Institution Foothill-De Anza Community College District
Los Altos Hills, California

Date Posted Nov. 29, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Accounting & Finance

Apply Online Here <https://apptrkr.com/6743883>

Apply By Email

Job Description

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Director, College Fiscal Services

Initial Review Date: 03/16/26* (This position will remain open until filled after the initial review date.)

For full consideration, all application materials must be received by 11:59 p.m. on the initial review date.

Campus: De Anza College

Salary Grade:

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Full Salary Range: \$140,846.11 - \$198,184.62 annually**

Actual placement is based on applicant's verified education and experience (Customary Hiring Range:** \$140,846.11 - \$155,282.84 annually). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay.

The Foothill-De Anza Community College District is currently accepting applications for the management position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

De Anza College Mission Statement:

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

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- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

POSITION PURPOSE:

Reporting to the Vice President of Finance and Administrative Services, the Director of College Fiscal Services plans, organizes, and manages the operations of the College's Fiscal Services Department, including budget, accounting, and finance functions, as well as ensures compliance with all applicable government regulations and District policies and procedures. The incumbent plans, prepares, and provides accurate, timely, and useful financial information and projections to the College President and other Administrators.

NATURE and SCOPE:

The Director of College Fiscal Services serves as the principal liaison for the Vice President of Finance and Administrative Services and the College leadership in the management of the College budget, accounting, and completion of a variety of required financial analyses and reports in close collaboration with District Business Services. The incumbent directs and oversees personnel in the Fiscal Services as well as in the Student Accounts Office and provides timely, accurate financial reports to the De Anza Student Government. Performs the highest level of technical and specialized accounting, financial record management, and reporting functions.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Lead the College's annual budget planning process in collaboration with College leadership, campus stakeholders and District Business Services; evaluate, develop, interpret, recommend and implement the College's fiscal process, standards, systems and procedures.
2. Plan, prepare, and share budget and financial reports and analysis with the College governance teams and campus community. Train, coach, and advise college administrators, managers, and staff on budget, accounting, and financial reporting matters as needed to ensure accurate implementation of budget and accounting principles.
3. Create a variety of financial reports and analyses for different audiences: gather data, meet with

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various stakeholders, formulate assumptions, develop scenarios, analyze trends, and suggest solutions. Conduct specialized financial research or analytical studies to assist College administrators in the formulation and planning of new or revised programs.

4. Review and approve purchase requisitions, journal entries, and budget adjustments; oversee budget and accounting for various categorical and grant programs, ensuring compliance with government regulations; review grant programs budget and support College departments in the grant application process.
5. Develop an annual plan for acquiring and replacing capital equipment in collaboration with other College departments and the District office as part of the annual budget planning process.
6. Supervise and direct the work of the accounting staff in the Student Accounts office, and develop procedures and policies for processing payments, cash collection, deposits, reconciliation, and financial reporting.
7. Plan, coordinate and oversee the year-end closing process and serve as the primary liaison with external auditors; ensure the timely implementation of auditor recommendations.
8. Formulate campus fiscal policies and procedures, ensuring compliance with applicable laws, regulations, and District internal controls and fiscal reporting procedures.
9. Ensure compliance with generally accepted accounting principles (GAAP) in executing, analyzing, verifying, and reporting transactions of fiscal nature.
10. Develop, maintain, and update the College's fiscal and administrative operations procedures.
11. Plan, develop, and implement Fiscal Services' annual work plan, goals, and objectives; supervise and evaluate the performance of assigned staff; participate in the recruitment process for new employees; train, motivate, counsel, and discipline personnel in accordance with established District policies and procedures.
12. Participate in collegewide planning initiatives and activities; attend College shared governance committees and District meetings, as required.
13. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
14. Ensure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforce safe work practices, report and investigate accidents, maintain necessary documentation, and require employees to receive mandated training.
15. Perform other related duties as assigned.

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EMPLOYMENT STANDARDS

Knowledge of:

1. Fund Accounting, budgeting, and auditing principles and practices
2. Complex information systems, basic financial analysis, and research procedures
3. State funding mechanisms, AB1725, SCFF, Community Supported Funding and the apportionment process.
4. Grants and categorical program
5. General Obligation Bond Programs
6. District policies on float, A, B, & C funding
7. District budget and fiscal policies, and procedures
8. Principles and practices of higher education organization and structures
9. Federal and State labor laws
10. District procedures for hiring and paying employees
11. De Anza College procedure manual
12. Computers: commonly used software and communication mediums

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff
2. Communicate effectively both verbally and in writing
3. Team leadership and decision making
4. Leadership / Management / Supervisory
5. Organizational, Time Management, and Problem-Solving Skills
6. Competency with spreadsheets and word processing
7. Budgeting and Finance
8. Presentation skills

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college

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students, faculty and staff.

2. Bachelor's degree or equivalent, preferably in Accounting, Finance, or related business field
3. Experience in developing, monitoring, and revising complex budgets
4. Minimum of three years of increasingly responsible professional accounting experience
5. Familiarity with governmental funding

Preferred Qualifications:

1. One to three year's community college experience.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and over the telephone and make presentations
2. Dexterity of hands and fingers to operate a computer keyboard
3. Vision sufficient to read various materials
4. Sitting for extending periods of time
5. Bending at the waist
6. Lifting and carrying objects up to 20 lbs

APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.

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3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Contract, 12-months per year.

Starting date: June 1, 2026.

Annual salary plus benefits; excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

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<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2352?c=fhda>

jeid-9527934e3baf4d499a534c85353af5f2

Contact Information

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

Contact

Finance and Administrative Services
Foothill-De Anza Community College District

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