



**Director, Fiscal Services  
Administrative Services Department**

**Posting Closing Date: Friday, November 20, 2020**

**Full-Time 12-month Position (1.0 FTE)  
40 hours per week plus full benefits  
Salary Range: Management Salary Schedule, Track 7  
(Currently: \$127,942 to \$163,290)<sup>1</sup>**

**About Gavilan:**

Established in 1919, Gavilan College is the ninth oldest California Community College. Gavilan College serves a 2,700 square mile district that encompasses southern Santa Clara County and all of San Benito County. The College maintains a comprehensive campus in Gilroy, CA and four campus centers located in South San Jose, Morgan Hill, San Martin and Hollister. Gavilan College is a Hispanic-Serving Institution (HSI); 58.8% of students are Latinx/Hispanic; 27.6% are white/non-Hispanic; 4.5% are Asian and 2.2% are African-American. Gavilan College serves its community and students by offering high-quality education in more than 70 transfer-related fields and more than 30 industry-relevant career pathways. In 2017-18, Gavilan College awarded more than 500 Associate Degrees and more than 500 career education certificates.

Gavilan College fosters the growth and development of our students and staff as enacted in our Principles of Community. Members of the Gavilan College community value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge and the principles of democratic citizenship. Gavilan College faculty and staff strive to maintain these ideals in an environment of inclusiveness and mutual respect. The Principles of Community provide the foundation which creates this environment. The College maintains the highest ethical standards to establish an atmosphere of civility, honesty, cooperation, professionalism, and equity; and the College aspires to be diverse, purposeful, inclusive and equitable. The strength of these Principles resides in their ability to create a shared set of values that inform and guide our community's daily practice. Gavilan College employees live these shared values and work collaboratively to serve as the model of an exemplary, student-centered community-serving college.

Gavilan College has adopted four institutional learning outcomes that reflect the knowledge, skill, abilities and experiences our student have attained. We expect students to (1) think critically and creatively; (2) communicate effectively; (3) practice social responsibility; and (4) cultivate well-being. Faculty, staff and administration are committed to building an educational framework and experience for all students from diverse backgrounds that promotes their academic and social growth.

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<sup>1</sup> The District implemented a 5.77% furlough reduction to leadership salaries for FY 20-21. The salary reflected on this job announcement does not reflect this decrease as the decrease amount will be pro-rated based on selected candidate's date of hire. District benefits have not been affected by the furlough reduction to base salary.

**Ideal Candidate:**

The ideal candidate for this position is an equity-minded professional with a demonstrated commitment to celebrating diversity in a professional educational community. The ideal candidate must have excellent budget management skills and strong leadership experience. Excellent verbal and written communication skills as well as strong interpersonal and customer service skills are necessary for this position. Building trust and providing support to faculty, support staff, management and the board of trustees is essential. The ideal candidate will have a strong knowledge base of business operations, accounting and fiscal administration. Prior experience working in a community college or K-12 district is preferred.

**The Position:**

Under the general direction of the Vice President of Administrative Services, develop and monitor all of the District's annual budgets and audits; and responsible for directing, administering, planning, controlling, organizing and implementing all districtwide fiscal related operational support services, including complex and responsible accounting activities related to the District's financial management and reporting in compliance with established policies and procedures. The Director is responsible for providing a high standard of visionary leadership and direction related to all fiscal operations and administrative services, and other duties and areas as assigned.

**Distinguishing Characteristics:**

The Director, Fiscal Services is the senior-level administrative position responsible for all districtwide fiscal operational areas to include, but not limited to: budget development and monitoring, accounting for all fund types, fixed asset accounting, cash management, revenue and expenditure control, accounts payable, grants and contracts, and financial reporting. The focus of this management position is planning, organizing, directing, controlling, managing, and providing direction to directors, managers, supervisors, and their immediate staff of the various functional areas of the Fiscal Services Department within the Administrative Services Division which consists of Business Services, Risk Management, Facilities Use, Human Resources, Payroll, Information Technology, Mailing Services, Reprographics, Security, Warehouse and Receiving. Specifically, the Director of Fiscal Services will directly supervise the areas of Business Services (Procurement, Accounts Payable, Facilities Use, Accounts Receivable, Accounting, Budgeting and Payroll). Provides technical expertise and guidance concerning budget, accounting and financial matters, and also provides direction and oversight in operational goal setting, intermediate- and long-term planning, and maintaining approval oversight. The Director, Fiscal Services, provides support to District, campus, and external constituencies, and acts as a liaison through service on committees, and/or workgroups and other duties as assigned.

**Essential Duties:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Develop and monitor the District's annual budgets and multi-year projections and prepare or monitor the preparation of all related State reports; plan, organize, and monitor all accounting functions of the District and other related fiscal services as assigned.
- Provide coordination, planning, development, and implementation of comprehensive programs related to all functional areas of Fiscal Services.
- Provide leadership and technical support to the Fiscal Services team. Train, supervise, and evaluate the work performance of assigned staff; provide technical direction and guidance;

recommend personnel actions, including employment, change in status, and disciplinary action.

- Evaluate and analyze the work effort and challenges related to all areas of Fiscal Services; develop and implement processes for solutions and implement process improvement strategies.
- Develop, implement, and monitor departmental procedures, forms, and regulations to assure efficient and effective practices. Ensure compliance with appropriate laws, codes, rules, and regulations and provide for the establishment and maintenance of appropriate fiscal related records and audit trails.
- Direct department staff in planning, developing, and implementing effective programs, business practices, and support services in assigned areas of responsibility.
- Direct the preparation of the District's annual budgets. Monitor and control them throughout the fiscal year.
- Direct and participate in the preparation of District financial reports for both federal, state, and local agencies. Prepare multi-year and annual projections of revenue and expense forecasts in determining and monitoring the District's financial position while ensuring compliance with all mandated local, State, and federal reporting requirements.
- Direct the close of the fiscal year, coordinate and oversee all annual contracted audits. Analyze audit reports, prepare written responses, and develop and implement any modifications to accounting systems.
- Ensure compliance with generally accepted accounting principles (GAAP) and all Governmental Accounting Standards Board (GASB) pronouncements.
- Direct the preparation of all necessary financial agreements for the District, including banking relationships, audit contracts, financing agreements, and any agreements necessary to assist in providing funds to meet the District's cash flow requirements.
- Maintain proper accounting controls over all District revenue and expenditures and ensure compliance with all appropriate internal controls.
- Develop, coordinate, maintain, and recommend improvements and modifications to enterprise resource planning (ERP) systems and associated applications related to all Fiscal Services functionalities.
- Implement and coordinate the diversity and equal employment opportunity (EEO) compliance policies and requirements related to areas of responsibility.
- Prepare reports and make recommendations to the Vice President of Administrative Services for Board, Superintendent/President, and Cabinet members; communicate districtwide, fiscal related support services and operational issues/matters as legally required and/or directed.
- Serve on various District taskforces, committees, and councils as directed. Attend local, State, and national conferences as directed.
- Serve as Deputy or Acting Administrator for the Vice President of Administrative Services, as appropriate in the Vice President's absence.
- Participate and lead discussions and presentations with the District's shared governance, Cabinet, and occasionally, with the Board of Trustees.
- Perform related duties as assigned.

**Minimum Qualifications Education and Experience:** Any combination of training and experience equivalent to:

- Master's degree in Business Administration or related field,

- Bachelor's degree in Accounting or related field from an accredited college or university and extensive experience in budgeting, accounting, enterprise operations, or other business operations in a community college or other non-profit public sector organization of which at least three years was in a management or senior level supervisory capacity.
- Certified Public Accountant, Certified Management Accountant, or related certification is desirable.

Successful candidates will demonstrate knowledge of:

Knowledge:

- Applicable sections of California Education Code; IRS code, California Code of Regulations, and Governmental Accounting Standards Board (GASB) regulations.
- Business and contract law.
- District organization, operations, policies, and objectives. Enterprise operations.
- ERP systems management and improvements. Microsoft Office suite applications.
- Modern office practices, procedures, and equipment, including computer hardware and software. Oral and written communication skills.
- Principles and practices of accounting and budgeting.
- Principles and practices of administration, organization, and training.
- Principles and practices of auditing and general financial reporting requirements. Principles and practices of internal controls.
- Recordkeeping techniques.
- Technical aspects of field of specialty.
- Knowledge of collective bargaining agreements and board and administrative policy.

Skills and Abilities:

- Administer and effectively manage operational areas.
- Analyze situations accurately, draw sound conclusions, and adopt an effective course of action. Assure compliance with generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) requirements, and federal and state requirements.
- Communicate effectively both orally and in writing. Demonstrate commitment to ethical practices in all dealings.
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy. Establish and maintain effective working relationships with others. Establish effective financial controls.
- Interpret, apply, and explain District rules, policies, and procedures. Maintain records and prepare reports.
- Meet schedules and timelines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Perform high level technical and specialized accounting and financial record management and reporting functions.
- Plan, direct, and supervise work.
- Prepare clear, accurate, and timely financial reports.
- Train, supervise, evaluate, and provide work direction to assigned staff. Understand, interpret, and write contract language.
- Work cooperatively with others.
- Work independently with minimal direction.

Other Requirements:

Must possess and maintain a valid California driver's license.

**Physical Characteristics:** The physical abilities involved in the performance of essential duties are:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; may be required to operate a motor vehicle to visit various District and meeting sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds. This work is performed indoors in a typical office environment.

### **APPLICATION PROCESS:**

To be considered for this excellent opportunity the following items are required to be received by the CCC Registry no later than **5:00pm on Friday, November 20, 2020 through the following CCC Registry website: [www.ccregistry.org](http://www.ccregistry.org).**

1. CCC Registry online application (all sections are required to be completed, Education, Employment History, Professional References, General Information). Apply at [cccregistry.org](http://cccregistry.org).
2. Cover letter detailing leadership philosophy, experiences with leading to promote positive change, and preparedness to lead effectively with a focus on sustaining a positive team environment and commitment to collaboration (2-pages maximum)
3. Abbreviated Curriculum Vitae or Resume (2-pages maximum)

As an equal opportunity employer, we are required to compile summary data on applicants. We are requesting your assistance in providing the information on the personal and ethnicity section of your CCC Registry profile. **The completion of the questionnaire is voluntary.** The form will remain in the Human Resources department and will be kept confidential and separate from all hiring documents. It will not be forwarded to those making employment decisions.

If you have questions related to the CCC Registry or technical aspects regarding submitting application materials on the CCC Registry website, please contact the CCC Registry directly at [registry@yosemite.edu](mailto:registry@yosemite.edu) or call (800)245-4157.

Please make sure to contact the CCC Registry at (800)245-4157 **AFTER** you have applied for this job to verbally confirm that your application materials were submitted correctly and that your application is included in this recruitment.

If you have a verifiable disability and require accommodation to complete the application process, please contact the Human Resources Office at (408) 852-2823.

Please be aware, the District does not reimburse for expenses related to the recruitment process.

#### **NON-DISCRIMINATION**

Gavilan College is an equal opportunity/affirmative action/Title IX/Employer of Disabled, committed to hiring a diverse staff. All qualified individuals regardless of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, or marital status are encouraged to apply. If you have a verifiable disability, and require accommodation to complete an application contact the Human Resources Office at (408) 852-2823.