

SANTA BARBARA CITY COLLEGE

FISCAL MANAGER

Definition

Under the general direction of the Controller, plan, organize, and coordinate the accounting and bookkeeping functions, prepare financial statements, perform financial analysis, direct internal auditing functions, hire, train, supervise, and evaluate staff, and assist and advise in the formulation and revision of financial record keeping systems.

Examples of Duties

1. Plan, organize, schedule, manage, and participate in the operation and activities of the District's accounting operations including accounts payable, accounts receivable, general ledger, and categorical programs.
2. Perform the more technical accounting tasks involved in bank reconciliations, of financial statements with County reports, general ledger maintenance, preparation of reports and claims, and management of the cash funds.
3. Analyze, identify, and communicate actual or potential budget problems, gather data and prepare of a variety of State, Federal, and local reports; monitor cash flow/ position and wire transfers.
4. Implement new procedures to accommodate the requirements of computerized accounting, bookkeeping, cashiering, and banking systems; analyze manual systems and assist in the development of computerized systems to improve efficiency, performance organization and work flow. Maintain various computer files, software programs, and systems relating to computerized accounting and bookkeeping.
5. Assure that required statements and reports are prepared in accurate and timely manner, consistent with reporting requirements according to State accounting policies and practices. Conduct special studies and prepare a variety of detailed and complex reports of an analytical nature and compute and analyze statistical data as needed.
6. Serve as a resource to District employees and outside agencies to provide fiscal information, interpret policies, consult, advise, and resolve problems.
7. Assist with the development and administration of the college budgets, complete budget projections for tentative and adoption budgets, monitor and analyze fiscal operations.
8. Work with the District's contracted auditor as needed to complete the annual audit and special program reviews. Perform internal audits of fiscal operations as required.

9. Establish and maintain the chart of accounts in compliance with the California Community Colleges Budget and Accounting Manual and ensure fiscal records are maintained adhering to Chancellor's Office directives and GASB requirements.
10. Supervise and evaluate the performance of fiscal operations staff in accordance with District guidelines and collective bargaining contract, provide technical direction and guidance, select and train personnel, and recommend promotions and transfers.
11. Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

- Principles, practices, and terminology used in modern accounting, bookkeeping, budgeting, and financial work.
- Advanced methods and practices of computerized financial record keeping.
- Financial analysis and statistical techniques.
- Principles and practices of supervision and training.
- Computer information systems, concepts, capabilities, and applications in fiscal management, accounting and budget development.

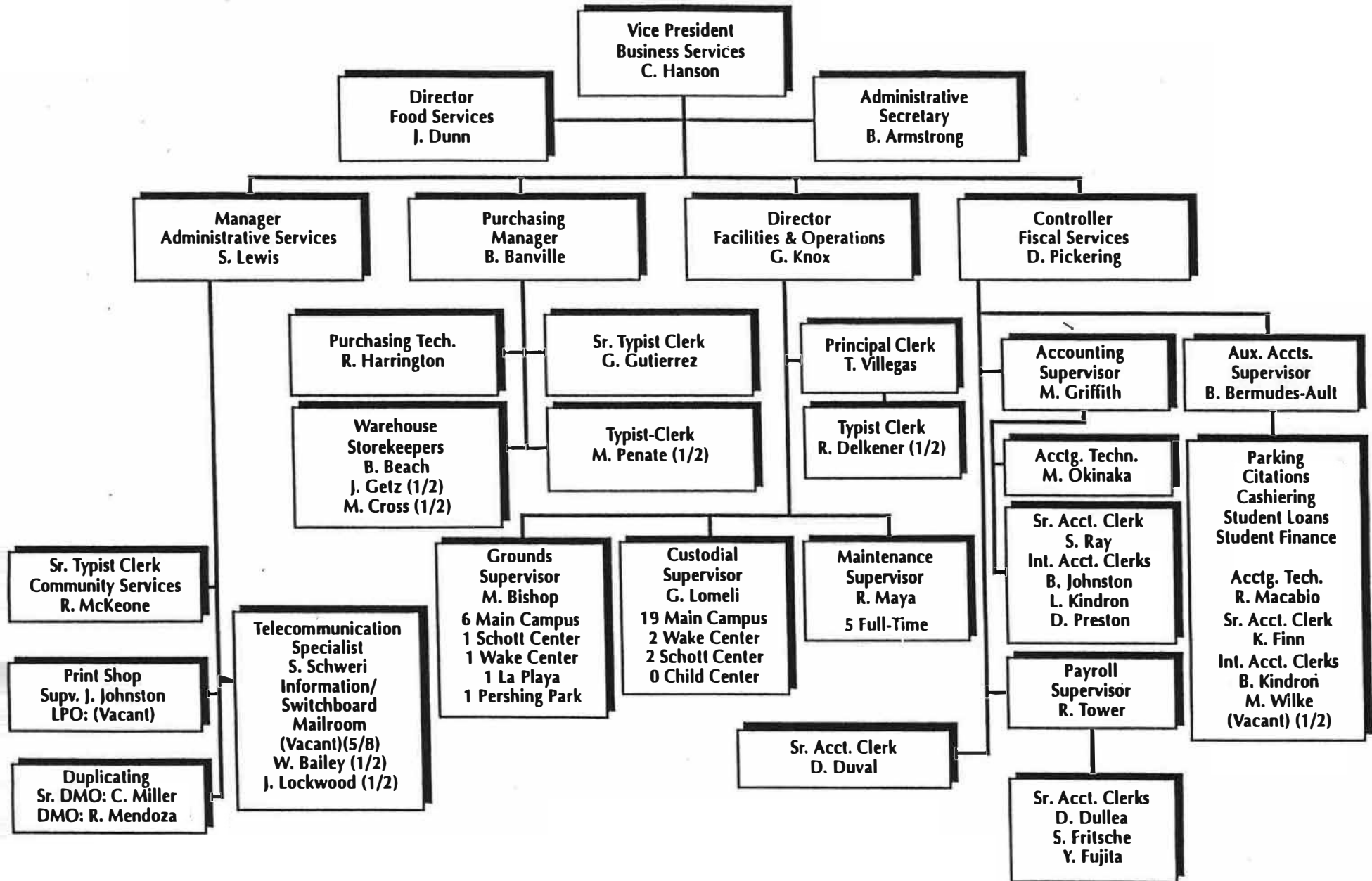
Ability to:

- Prepare clear, accurate, and timely financial statements and reports.
- Analyze systems to utilize available technology to improve procedures.
- Analyze situations accurately and adopt an effective course of action.
- Effectively collect, analyze, and present data.
- Plan, organize, and supervise the work of others.
- Train, motivate, and evaluate personnel.
- Interpret, apply, and explain applicable policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Operate computer and related software.
- Work independently with minimum direction.

Education and Experience

Any combination of education, training, and experience in public and private sector equivalent to graduation from an accredited college or university with a major in accounting, business administration or a related business field and three years of increasingly responsible experience in the accounting field or closely related field or with complex computerized accounting/record keeping systems, and at least two years' experience in a responsible supervisory capacity are required.

Business Services



Fiscal Services Reorganization

Controller

Fiscal Manager

- * Accounting Operations
 - Fiscal Records/Files
 - General Ledger
 - Accounts Payable
 - Accounts Recievable
 - Chart of Accounts
- * Bank Reconciliation
 - County Treasurer
 - Cash Flow/management
- * Budget preparation/control
- * Fiscal/Statistics
/Analysis
- * Fiscal Policies and Proceedures
 - State accounting manual
 - State Education Code
 - Title V
- * Catagorical Programs
 - Contract Education
- * Construction Fund
- * Internal Auditing/
 - Annual District Audit
- * County, State, Federal Reports
- * Resource & Assistant to
Vice Presidents/Managers
on fiscal matters
- * Equipment Replacement Fund
- * Manual Warrants
- * Revolving Cash Funds

Payroll Manager

- * Payroll Processing
 - \$28 million annually
 - 1750 paychecks monthly
 - Classified Rules/Regulations
 - Certificated Rules/Regulations
 - Hourly/Student payrolls
- * District Employee Benefits
 - \$10+ million annually
 - 600+ - regular employees
 - 100 + retirees
 - Interpret benefits
- * Interpret and Administer
 - Federal, IRS, State, COBRA,
Soc. Sec., STRS/PERS retirement
systems, IRC 125,
policies, rules & regulations -- local
federal, collective bargaining contract
- * Maintain all permanent payroll
records - retirement, IRS, vacation,
sick leave, TLUs, Max days (hrly),
Family Leave Act
- * Monitor/Analyse college salary
budgets/expenses
- * Fiscal/Statistical Analysis
- * Interface with benefit providers of
District benefits (SISC, Keenan,
Blue Cross, etc.

Auxiliary Accts. Manager

- * Cashiering/Registration/Deposits
 - \$3-4 million annually
 - credit card payments implementation
- * Trust Accounting -- 620 accounts
 - Special Trust Accounts
 - AS Senate/Co Curricular
 - Financial Aids
 - Procedural/District guidelines
 - Approx. \$5.7 million annually
- * Accounting for 9 bank accounts,
6 money market funds, 3 checking
accounts -- average bal. \$610,000
- * Financial Aids Trust Funds
 - PELL, FWSP, SEOG, Perkins,
Direct Loans --
 - All fiscal/acctg. service to Financial
Aids
- * Internal Cash control for Cashiering,
student services/activities
- * Interpretation of fees/fines
- * Accounting for wire transfers & advances
international programs and
trust accounts
- * Cafeteria Income/expenses
\$1.4 million annually
- * Childrens' Center acctg, reporting,
and record keeping

Other

- * New Systems/Systems Design
 - Oracle Financial Systems
 - Software development
- * Budget Analysis
- * Regulates fiscal stability
- * Bookstore operations
- * Continuing Education Accounting
- * Conducts financial/statistical
research and analytical studies to
formulate policies and proceedures
of new or revised programs/acctg
systems
- * Review and recommend changes in
fiscal operations and proceedures
- * Interprets various C.O. and
legislative directives
- * CCFS 311
- * Foundation relationships