ANNOUNCEMENT OF CONFIDENTIAL, MANAGEMENT, SUPERVISORY POSITION

POSITION: Manager, Fiscal Services (Business Services)  
Full time, 12 months

WORK SCHEDULE: Monday – Thursday: 7:30am – 6:00pm and Friday: 7:30am-11:30am  
(This is an exempt position; typical hours are 40 hrs per week. However, schedule is to be determined by the supervisor depending on department needs and college hours of operation)

SALARY: Range 31, $6,581.56/mo. + benefits

EXTENDED DEADLINE: June 8, 2017  
ANTICIPATED START DATE: July 11, 2017

BASIC FUNCTION:
Under the direction of the Controller, supports the District’s community and mission by providing leadership, direction and expertise in fiscal services; develops and maintains complex database used to develop the college budget; performs a variety of complex professional accounting and budgeting functions; and explains accounting and budgeting policies and procedures to the campus community. These duties require strategic planning skills, visionary leadership, a comprehensive knowledge of industry trends, advanced technology applications, and the ability to work collegially and collaboratively with diverse audiences throughout the campus community. The Manager supervises the accounting and budgeting department, and is responsible for the creation and implementation of departmental policies, procedures and standards. Must possess excellent written and verbal communication skills, effective organizational and negotiation skills and the ability to lead and motivate staff.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position
- Formulate procedures and policies used fiscal services, accounting, budgeting and financial reporting. (E)
- Supervise and coordinates the daily operation of the college’s accounting and budgeting departments. (E)
- Overseas, audits and reconciles various accounting transactions including cashier’s receipts, bank deposits and cash funds. (E)
- Develops and maintains line item budget databases used to develop the college’s budget. (E)
- Reviews detail of the adopted budget for all college funds for accuracy and makes appropriate adjustments; including budget transfers. (E)
- Provides college-wide fiscal information for program review process. (E)
- Provides fiscal information to various campus committees. (E)
- Ensures that accounting records accurately reflect college expenditures and revenues. (E)
- Monitors and maintains categorical, grant, auxiliary and operating budgets, including the preparation of reports and providing financial analysis of all categorical and grant programs; provides support to departments in the management of operating budgets. (E)
- Develops budgets for new and existing grants based on goals and objections including the preparation of cost analysis for projects and sets up budget accordingly. (E)
- Conducts college year-end closing by preparing adjusting entries for all district funds; provides year-end fiscal reports for categorical programs. (E)
- Assists in the development of the college budget. (E)
- Serves as the District liaison for the interim and annual audit; including random grant audits. (E)
- Maintains the chart of accounts for the District; makes recommendations on efficiencies in accounting structure. (E)
- Provides District-wide training and accounting and budget policies, processes and procedures. (E)

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at http://www.avc.edu/administration/police/
REPRESENTATIVE DUTIES (continued):
- Select, assign, train, evaluate, and develop staff in accordance with needs. (E)
- Prepare various financial reports; such as the IPEDS and District CCFS 311 Annual and Quarterly financial reports. (E)
- Confers with other agencies regarding the interpretation and application of laws, policies, and regulations as necessary. (E)
- Receives and attempts to resolve complaints involving accounting and budgeting matters. (E)
- Performs other duties as assigned by the Executive Director of Business Services/Chief Business Official (E)

EDUCATION AND EXPERIENCE:
Bachelor's degree from an accredited institution in accounting, finance, business, public administration or related field AND three years of responsible fiscal management experience proving knowledge in a wide variety of accounting and budgeting functions.
OR
Associate's degree from an accredited institution in accounting, finance, business, public administration or related field AND five (5) years of responsible fiscal management experience proving knowledge in a wide variety of accounting and budgeting functions. One year of education or 30 semester unit equivalent may be substituted for 1 year or experience.

DESIRABLE QUALIFICATIONS:
Prior fiscal management leadership experience in an academic environment preferred. MBA and/or CPA preferred.

KNOWLEDGE OF:
- Laws, rules, regulations, and procedures affecting accounting for receipts and disbursements.
- California Community Colleges Budget and Accounting Manual.
- Governmental accounting and auditing procedures, including Governmental Accounting Standards Board pronouncements impacting California community colleges.
- Operation of financial accounting systems and the input and securing of information and data.
- Procedures, operations, and policies of a community college district.
- Principles of supervision and training.

ABILITY TO:
- Plan and schedule fiscal activities for greatest efficiency and service.
- Analyze data and draw sound conclusions.
- Plan and supervise the work of others and work cooperatively with others.
- Prepare and maintain accurate, concise and complete records and reports.
- Train, supervise and evaluate personnel in methods and procedures of assigned functions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides direction and Supervision to the Accountant(s), Accounting Assistant(s), Student Accounts Technician, cashiers, and other staff as assigned.

CONTACTS: Co-workers, administrators, students, vendors, other agency constituents, and the general public.

WORKING CONDITIONS:
Normal office environment.
APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College Confidential, Management, Supervisory Application
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts: A degree is required in the job announcement under “Minimum Qualifications”:
   a. Transcripts of ALL college work that supports and substantiates the requirements of the position.
   b. Transcripts must include verification of degrees conferred
   c. Submit transcripts of ALL college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
   d. No copies of degree/diplomas will be accepted as proof of college education.
   e. Official documents will be required if the candidate is offered the position.

The application must be filled out completely and signed. Do not indicate “See Résumé” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:

ANTELOPE VALLEY COLLEGE
Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Faxed or emailed materials cannot be accepted. Unsolicited materials will not be included. Postmarks will not be accepted.

A selection committee will screen applications of candidates meeting minimum requirements. Meeting minimum requirements does not assure the applicant of an interview. Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district’s recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees’ Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.

Manager, Fiscal Services