



# SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### CHIEF FINANCIAL OFFICER

An Administrative Position (Exempt Status)  
Grade AA

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#### A. General Statement

Reporting to the Executive Vice Chancellor, this position plans, organizes, controls and directs the business operations of the District, including the financial functions of budget development, monitoring, and administration; fiscal and accounting services; payroll services; enterprise accounting; grants accounting and monitoring; financial aid accounting and disbursements; and other related operational functions.

#### B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Confer with Executive Vice Chancellor and Vice Chancellors to strategically-plan policies that assure District stability and sound fiscal management. Represent the District as chief financial officer and business operations officer with governmental and regulatory agencies.
2. Plan, organize, control and direct business support operations of the District including general accounting, enterprise accounting and operations, internal and external audits, payroll, purchasing, accounts payable, budget, financial aid accounting; grants accounting, monitoring and reporting.
3. Assist in the development and drafting of District fiscal policies; develop and document standard accounting and operational procedures; assure District compliance with state accounting and reporting guidelines and regulations. Coordinate training as needed.
4. Prepare and/or analyze financial and budget data as it relates to the financial status of the District, its colleges and programs.
5. Provide guidance to College business officers and staff relating to proper business procedures, accounting, cash handling, controls and other business related matters.
6. Plan and coordinate the fiscal year-end process with the colleges, within required timeframes and Federal/State guidelines to assure the accuracy of the District's annual financial statements and reports.

7. Coordinate with IT as to the systems that relate to the integrity of fiscal data, accounting procedures, controls and reporting, including the specifications for any new systems, applications or MIS enhancements.
8. Provide general direction to the District's chief accountant in the planning and coordination of the annual external audit, review and respond to audit findings and implement operational reviews, changes and adjustments as might be appropriate.
9. Supervise, train and evaluate the performance of professional and support staff;
10. Serve as a member or chair of various business services related committees

**C. Requirements**

1. Possession of a Bachelor's degree in Accounting, Business Administration, or a closely related field
2. Successful experience of increasing responsibility in an educational setting that has included demonstrated knowledge of and skill in finance and fund accounting and the ability to apply both to public education
3. Experience with integrated systems that advance the operations of a complex organization
4. Leadership style that is creative, collaborative, productive and outcome oriented
5. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff
6. Possession of a valid driver's license and the ability to drive a motor vehicle to off-site locations

**D. Preferred Qualifications**

Possession of a Master's degree in Accounting, Business Administration or a closely related field and or possession of a Certified Public Accountant license

**E. Physical/Other Requirements**

This classification requires data analysis and comparison; attention to detail; interactions with a variety of people simultaneously; accurate work under deadline pressure; persuasive communication, tact, patience, visual comparison; confrontation; flexibility, adaptability; alternating sitting, standing; and driving a motor vehicle to off-campus sites, in order to perform the essential functions.

**F. Knowledge, Skills & Abilities**

1. Working knowledge of, and/or experience in the organization and management of fiscal services and operations, including budget development and control, accounting, employee benefits, payroll, contract and grant management, risk management, facilities development, maintenance and operations and/or related functions
2. Knowledge of applicable state and federal laws, such as Title 5, Education Code, and Government Code
3. Skill in analyzing data and information from diverse sources to create comprehensive plans and to provide appropriate interpretation of federal, state, and local laws and regulations
4. Skill in the use of computerized information and systems and their use in analysis and reporting
5. Knowledge of integrated planning and development of resources and facilities
6. Skill in respectful and sensitive communication with people who are diverse in their cultures, language groups and abilities; sensitivity to the value in, and issues related to, successfully serving a culturally diverse student population

7. Demonstrated sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty and staff, including those with disabilities
8. Skill in strategic planning technology and methodologies, including facilitation of group planning activities
9. Skill in oral communication, including public speaking
10. Skill in written communication
11. Skill in directing, coordinating, and evaluating the work of others
12. Demonstrated skills in working successfully with a team of employees to establish goals, motivate, evaluate, and meet deadlines
13. Ability to provide leadership to, and work effectively as part of, an educational leadership team
14. Ability to be responsive, accessible, and committed to collegial relations
15. Ability to develop positive and effective working relationships with such groups as a Board of Trustees, Chancellor and College Presidents (District chief executive officers), staff, students, governmental and community representatives

(3/2015)