



El Camino College

Director of Fiscal Services



KEY ROLES/RESPONSIBILITIES

Under direction of the Vice President of Administrative Services, exercise overall leadership, oversight, and management of the District’s financial operations including, Accounting, Payroll, Accounts Payable & Receivable, the Student Business Office, district audits, and bond fiscal management. This position ensures fiscal integrity, regulatory compliance, and operational efficiency across all financial functions. The Director is responsible for implementing internal accounting controls; financial reporting systems; and procedures that promote financial stability and adherence to applicable regulations. The position also oversees and coordinates internal and external audits ensuring accurate reporting and responsible fiscal management.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the department and Administrative Services Area; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

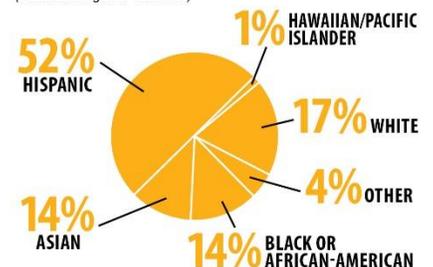
ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC’s commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



DIRECTOR OF FISCAL SERVICES

Division: Fiscal Services

Posting Closing Date: 05/21/25

Req: C2425-026

Position Type: Classified Administrator

(IN-HOUSE OPPORTUNITY OPEN TO ALL CURRENT EL CAMINO COLLEGE EMPLOYEES ONLY)

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:

[Job Description](#)

1. Manage all accounting and reporting functions in accordance with Federal, State, and local laws, policies, and procedures; coordinate and support audits of College funds and accounts including financial statement audits, federal and state program audits, and operational audits as per established timelines; conduct special studies, fiscal analysis, and fund reports; engage in problem-solving and dissemination of appropriate fiscal information to the campus community.
2. Plan, organize, control, and direct the District's fiscal operations including the Accounting Department, Payroll, cashiering, Accounts Payable, Accounts Receivable, Student Business Office, audit(s) preparation, bond fiscal management, general ledger, financial statements, budgetary reports, tax return reporting, and full-charge bookkeeping for various College and ancillary funds. Develop, monitor, and maintain appropriate accounting systems and procedures to ensure accuracy, financial compliance, fraud prevention, and operational efficiency.
3. Serve as a liaison with external auditors, fiscal monitors, and regulatory agencies to ensure compliance and accountability. Direct staff in the preparation of auditors' required documents; submit schedules, documentation, and appropriate backup information; assure appropriate audit trail for College transactions; assure appropriate internal controls for expenditures and deposit of funds; follow-up on audit recommendations; assist in the final draft of the audit report.
4. Oversee student financial transactions, including cashiering, third-party billing, financial aid disbursements and reconciliations, refunds, and cash management to maintain compliance with District and federal policies. Analyze cash flow of various student funds and make recommendations for investments; maintain cash flow records and projects; invest excess funds for maximum rate of return; perform and supervise monthly reconciliations of various College accounts. Coordinate and recommend cash flows and financing needs with other management staff in the Administrative Services Area.
5. Supervise the management of cash flow, bank accounts, bank transfers, and financial audits to ensure liquidity and fiscal responsibility. Implement and maintain appropriate procedures for the deposit of student funds in banks and savings and loan institutions; establish new accounts and other banking arrangements for various programs to accomplish the mission of the area, division, department, or group requesting assistance; resolve banking issues as needed; maintain related banking and fund records. Maintain trend analysis on all income deposited to assure against theft.

6. Coordinate student financial aid programs and payment processing with the appropriate College departments and staff.
7. Oversee audit change funds of the College, including additions, deletions, and changes. Ensure that personnel are properly trained in appropriate cash controls and cash handling. Oversee the use of temporary change funds for specific events.
8. Direct and prepare a variety of federal, State and County financial reports; assure reports are filed in a timely manner; maintain related files; prepare cost analysis reports; compile data, draft fiscal policies, and prepare Board agenda items related to financial and operational matters. Prepare, analyze, and present financial statements, budgetary reports, and fiscal projections for the District, executive leadership, and the Board of Trustees. Conduct statistical research and analytical studies to assist college administration in the formulation of new policies and planning of new or revised programs. Oversee and direct the preparation of financial reports as assigned.
9. Provide technical assistance and respond to inquiries of College staff regarding related accounting matters. Communicate with other administrators, personnel, and external parties to coordinate activities and programs, resolve issues and conflicts, and exchange information.
10. Direct financial planning and analysis efforts to support short-term and long-term financial sustainability, including forecasting, risk identification, and trend analysis. Analyze cash flow of the College's funds and make recommendations to maximize returns on the investments. Invest funds as directed and approved.
11. Control and authorize expenditures in accordance with established guidelines. Sign checks for ancillary or College funds and approve College warrants.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Assist in the development and administration of the District's annual budget, ensuring sound financial planning and resource allocation. Establish priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Develop and implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of managerial, professional, operational, technical, and support personnel as assigned; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Plan for efficient and appropriate use and security of assigned facilities; assure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in accounting, finance, business administration, or related field.

Experience: Five (5) years of progressively responsible accounting experience or three (3) years in a supervisory or leadership role overseeing financial reporting, reconciliations, or compliance functions.

DESIRED QUALIFICATIONS

Desirable Experience: Five (5) years of progressively responsible accounting experience in the public sector, higher education, or government accounting.

Knowledge/Areas of Expertise:

- Broad expertise in Governmental and fund accounting, public finance, auditing, financial management, budgeting, forecasting, cash flow management techniques, and fiscal controls in a community college setting.
- Comprehensive understanding of relevant state and federal legislation pertaining to payroll processing, payroll tax regulations, CalSTRS/CalPERS retirement system requirements, and Education Code provisions applicable to the College.
- Proficiency in use of specialized accounting and financial computer systems and software.
- Understanding of current trends and best practices in Governmental accounting, payroll, and financial management.

Abilities/Skills:

- Effectively manage assigned areas; establish appropriate internal controls, prepare timely reports, collect, and disburse funds, and disseminate fiscal information to the college community as assigned.
- Effectively analyze accounting and financial systems and practices to identify potential problems, make recommendations for changes, and implement solutions.
- Effectively apply theories and techniques of accounting and auditing principles to ensure the fiscal integrity of the College.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide

information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

CLOSING DATE: WEDNESDAY, MAY 21, 2025 at 3:00 P.M.

SALARY: Starting salary is \$169,614 annually.

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$196,626 annually).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This position is designated as a full-time, twelve-month classified administrator position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays based on business needs. During the winter recess, all management positions are required to charge three (3) days of accrued vacation between the Christmas and New Year holidays.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com)

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Finalists must complete and submit a W-9 Form and Human Resource’s “Interview Expense Reimbursement Form” and include appropriate support documentation to receive the allowable reimbursement amount.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

Mark Rogers

310-660-3593, Ext. 3479

mrogers@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.