



# El Camino College

## Assistant Director of Fiscal Services



### KEY ROLES/RESPONSIBILITIES

Under the general direction of the Director of Fiscal Services, oversee the District's accounting operations and compliance functions providing functional supervision over assigned personnel. Implement supervisor's vision for the accounting unit and develop, organize, and implement goals and objectives accordingly. Plan, develop, implement, improve, and evaluate internal controls, accounting systems, and financial policies to ensure compliance with federal, state, and district regulations. Provide oversight and coordination of all elements related to the general ledger, accurate financial reporting, consistent financial reconciliations, timely financial processing and transactions, grants and categorical fund accounting, audits, and cash flow management. Serve as the department head in the Director's absence.

### MISSION STATEMENT

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

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.

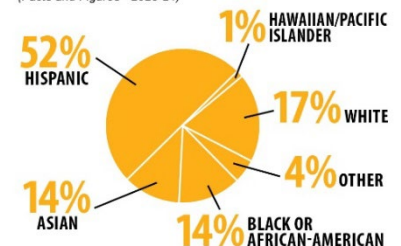
### ABOUT EL CAMINO COLLEGE

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. Top transfer institutions include UCLA, USC, and UC Davis.

### STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



## ASSISTANT DIRECTOR OF FISCAL SERVICES

**Division:** Fiscal Services

**Posting Closing Date:** 02/10/26

**Req:** C2526-025E

**Position Type:** Classified Administrator

### 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.*

#### [Job Description](#)

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

1. Support supervisor in financial strategy development, planning, and operational improvements. Assist in the development, implementation, and monitoring of internal controls, accounting policies, and financial procedures.
2. Oversee journal entries, budget transfers, procurement card (P-Card) postings, and non-student accounts receivable. Review bank reconciliations and financial uploads to ensure proper integration of accounting systems.
3. Assist in the preparation and submission of state and federal financial reports, including categorical reports, grant financials, and CCFS-311 reporting. Ensure compliance with fiscal policies, accounting procedures, and up-to-date financial reporting standards.
4. Maintain proper documentation and audit trails for financial transactions, reconciliations, and adjustments. Support internal and external audits, including coordination with auditors and preparation of financial documents.
5. Monitor payroll tax reporting and compliance with federal and state tax regulations.
6. Assist in implementing new financial software, reporting tools, and process improvements to enhance operational efficiencies.
7. Represent the Fiscal Services Director at meetings and events as needed. Provide technical assistance and financial guidance to administrators, department heads, and staff on accounting-related matters.
8. Assist in the development and implementation of office policies and accounting procedures to enhance operational effectiveness in the accounting area. Ensure accuracy, compliance, and efficiency in accounting operations and reporting. Utilize accounting and ERP software to streamline financial operations and reporting.
9. Analyze complex financial data and prepare detailed reports, reconciliations, and projections.
10. Coordinate with IT and financial system administrators to maintain accurate uploads and system integrations.

## ORGANIZATION MANAGEMENT

1. Train, supervise, motivate, and evaluate the performance of assigned accounting personnel; evaluate work products and results, implement 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.
2. Ensure accounting personnel are efficient, accurate, and in compliance with up-to-date financial regulations. Provide mentorship and professional development opportunities, as needed. Foster a collaborative team that embraces lifelong learning and improvement.
3. Assign and oversee daily accounting tasks, ensuring timely completion of reconciliations, reporting, and compliance reviews. Strengthen accounting processes and procedures through program review and annual planning. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement an office structure that ensures effective and efficient use of personnel.
4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure 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 working environment.
6. Perform other duties as assigned.

## MINIMUM QUALIFICATIONS

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

**Experience:** Three (3) years of progressively responsible accounting experience plus two (2) years in a supervisory or leadership role overseeing financial reporting, reconciliations, or compliance functions.

## DESIRED QUALIFICATIONS

**Desirable Experience:** Three (3) years of progressively responsible accounting experience preferably in the public sector, higher education, or governmental accounting. Experience with accounting systems such as Ellucian Colleague or similar ERP software is preferred. Experience working and managing in a unionized environment.

## LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

## Knowledge/Areas of Expertise:

- Governmental and fund accounting principles, including GASB, GAAP, and public sector financial reporting.
- State and federal financial reporting requirements, including categorical and grant fund compliance.
- Budget development, monitoring, and expenditure tracking in public higher education.
- Financial systems, ERP software, and reporting tools used in accounting and finance.

- Internal controls, fraud prevention, and risk management in financial operations.
- Payroll tax reporting and integration with accounting functions.
- Principles of supervision, training, and performance evaluation for accounting staff.
- Experienced in leading, training, and motivating a diverse team, fostering professional growth and accountability.

### Abilities/Skills:

- Effectively identify operational issues and opportunities within the accounting area and make sound recommendations to improve outcomes.
- Effectively train, direct, supervise, motivate, and evaluate the performance of assigned staff. Facilitate effective staff meetings and group discussions and involve staff in idea generation, goal setting, and decision making.
- Utilize effective leadership, counseling, and modeling skills. Encourage professional excellence among direct reports and promote a culture of customer service, teamwork, and innovation.
- Effectively communicate financial information to executives, auditors, and regulatory agencies, both orally and in writing. Prepare and present effective oral and written reports as required. Prepare and deliver effective presentations as requested.
- Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilize appropriate English usage, composition, grammar, spelling, punctuation, and vocabulary.
- Interpret and apply financial regulations, internal policies, and industry best practices.
- Collect, compile, and analyze data. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports and files related to assigned activities. Prepare and maintain accurate and detailed records and reports related to the area supervised. Prepare analytical reports, proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies as assigned. Assist in related research and evaluation activities as required.
- Plan, organize, coordinate, and direct work to maximize efficiency and effectiveness. Prepare work plans, implement schedules, and consistently meet reporting timelines. Effectively delegate authority and responsibility. Provide guidance and assistance to the functional and operational areas within the accounting unit.
- Manage multiple priorities, deadlines, and evolving financial challenges.

### 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. May involve 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.

**EXTENDED CLOSING DATE: TUESDAY, FEBRUARY 10, 2026 at 3:00 P.M.**

## **SALARY: Starting salary is \$138,600 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 (\$160,688 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. 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.

Administrators may work all or a portion of the workdays that fall between December 25 and January 1.

Administrators may also use their accrued vacation days to cover all or a portion of the workdays that fall between December 25 and January 1. Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

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://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](mailto: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**

Pamela Jones

310-660-3593, Ext. 3478

[pjones@elcamino.edu](mailto:pjones@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.*