Employment Opportunity
Fiscal Services Manager
CL06-39 (Business Services Office)
Apply by: Thursday, October 5, 2006 at 4:00 p.m.

About the Position
The Fiscal Services Manager, under the general direction of the Director of Business Services, performs management duties within the Business Services organizational structure, and provides support functions for all college administrative units.

Examples of Duties
Under direction of the Director of Business Services:
- Maintains the financial records for Federal, state and local grants
- Prepares reports relating to special programs
- Reviews and has signature authority for assigned budget and accounting functions
- Performs internal audits and assists in the preparation for the annual audit
- Verifies revenue and expenditure classifications and other accounting procedures for compliance with the California Community College Budget and Accounting Manual
- Assists in data collection for the district collective bargaining negotiations teams
- Assists in the preparation of annual budget of the college and in filing appropriate state reports
- Assists faculty and staff in the interpretation and application of accounting policies and procedures
- Researches and prepares program and departmental budgets, and prepares instructional categorical annual budgets
- Prepares quarterly, mid-year, and annual reports for Federal and state instructional projects
- Coordinates and prepares the California Community Colleges Annual Financial and Budget Report
- Trains, supervises and evaluates assigned business services staff
- Participates in the search and selection processes for staff assignments within Business services and for other college faculty and staff
- Participates on College committees and in professional organizations, as appropriate to assignment
- Performs related duties as required and/or assigned

Qualifications
Graduation from an accredited four-year college or university with major coursework in accounting and/or business, or a closely related field. Demonstrated successful experience in business management. Previous supervisory experience required.

Knowledge of:
- Accounting principles and procedures
- Generally accepted accounting and auditing principles related to governmental accounting
- Applicable laws, regulations and requirements related to areas of assignment
• Computer systems and equipment used to prepare and control budget, accounting, payroll and research methodologies

Ability to:
• Analyze complex information
• Prepare financial statements and reports
• Effectively carry out oral and written instructions
• Train, supervise and evaluate the activities of others
• Consistently perform under the pressure of deadlines and other administrative demands
• Communicate effectively verbally and in writing using tact, patience and diplomacy
• Facilitate process improvement
• Work cooperatively with others and effectively promote and foster teamwork

Desirable:
• Bachelor’s degree in accounting, finance or other closely related field
• Increasingly responsible financial management experience including budget, accounting, strategic planning and research for a public sector organization, preferably in a public educational institution
• Experience with comprehensive budget preparation, development and maintenance for a large organization
• Experience with financial analysis and projection techniques used in budget development
• Experience in the development of systemic internal controls

Salary  Seven-step schedule ranges from $5603, to $7510 per month, plus fringe benefits.  Full time (225-day) management assignment, 12 months per year, Monday through Friday, with evenings and/or weekends as needed.  Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College provides a benefit stipend up to $5,894.40 per year for employee only and up to $11,168.28 per year for employee plus one dependent, and $15,360.72 per year for employee plus two dependents, for medical, dental, life insurance and long-term disability insurance.

How to Apply  Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below:

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA  95003
Phone:  (831) 479-6217
Fax:   (831) 477-3545

Postmarks or E-mail transmittals are not accepted
*EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College application  
b) Resume – job related  
c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position  
d) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant). Transcripts from all colleges attended to demonstrate the qualification re: college coursework listed in this announcement (copies accepted) OR official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.  
e) A cover letter outlining experience and qualifications as they relate to this position  
f) Criminal History Inquiry Supplemental to Application

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure  Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline  All application materials MUST be received in the Human Resources Department by:  
4:00 p.m., Thursday, October 5, 2006. (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.