Employment Opportunity

Fiscal Services Manager

CL05-34

Apply by: Thursday, December 8, 2005 at 4:00 p.m.

About the College
Situated on Monterey Bay in the county of Santa Cruz, California, Cabrillo College is one of the most highly regarded community colleges in the state for its success in the area of transfer and career education and currently serves over 14,000 students. Cabrillo College transfers many of its students to three nearby universities – the University of California at Santa Cruz, San Jose State University in the heart of Silicon Valley, and California State University at Monterey Bay. Cabrillo focuses on student-centered learning and has a tradition of collegial governance. Currently, facility planning and major construction is under way on campus for a new Student Services Complex, Arts Education facilities and a Health Care Education Center.

About the Position
Under the general direction of the Director of Business Services, the currently advertised full time administrative assignment, performs management duties within the Business Services organizational structure, and provides support functions for all college administrative units.

Examples of Duties Include:
- Maintains the financial records for federal, state and local grants
- 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 in compliance with the California Community College Budget and Accounting Manual
- Assists in data collection for district collective bargaining negotiations teams
- Assists in the preparation of annual budget of the college and in filing appropriate state reports; prepares reports relating to special programs
- 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
- May act on behalf of the Director of Business Services in her/his absence
- Participates in the search and selection processes for staff assignments within Business Services and for other college faculty and staff as required
- Participates on college committees and in professional organizations, as appropriate to assignment
- Performs related duties as required or assigned
Qualifications  Graduation from an accredited four-year college or university with major coursework in accounting, business or public administration, 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 $5,362 to $7,187 per month, plus fringe benefits. Full time 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 provides a benefit stipend up to $5,701.80 per year for employee only and up to $10,570.44 per year for employee plus one dependent, and $14,438.28 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 our web site: www.cabrillo.edu/services/hr/apps/index/html or at our office location noted below:

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

E-mail transmittals and postmarks are not accepted

*EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College application
b) Resume – job related
c) Three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Transcripts from all colleges attended if applicable to demonstrate college coursework taken (copies are acceptable). If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as required. Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.
e) A one-page (typewritten) response to the following: Describe your philosophy regarding the role of Fiscal Services Manager in a community college environment and how you see the position fostering this philosophy
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.

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, December 8, 2005. (Postmarks or Email 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.