

Job Description

Position Title: Director of Financial Services

Job Family: Financial Services

Job Level: Director

FLSA Status: Exempt

Salary Grade: 10

Position Summary:

The Director of Financial Services is responsible for leading the College's accounting and financial reporting operations and personnel in support of the institution's mission, vision, and strategic initiatives.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Manage and direct the activities of the College's Financial Services department
2. Oversee accounting and financial reporting activities, processes, and personnel
3. Oversee annual audit processes
4. Oversee the development and evaluation of the College's financial statements
5. Participate as an active and contributing member of a team to achieve goals
6. Ensure compliance with College policies and state and federal laws that apply to accounting and financial reporting activities
7. Direct the development of ongoing end user training programs for current and emerging reporting processes and systems
8. Maintain effective partnerships with staff and administrators to resolve common problems and develop approaches to ensure efficient coordination of services
9. Supervise employees, including prioritizing and assigning work
10. Maintain a professional development program for department staff to ensure personnel maintain required certifications, qualifications, and current knowledge in their field
11. Conduct formal evaluations of employee performance
12. Oversee employee hiring, corrective action, disciplinary and termination recommendations as necessary
13. Direct and supervise the collection and review of data and the preparation of a variety of reports, statements, and communications
14. Participate in special studies and recommend improvements to College business practices, policies and processes
15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge and application of various instructional methodologies.
3. Skill in people leadership and supervision.
4. Skill in effective communication (both written and oral).
5. Skill in independent decision making.
6. Skill in positive productive, and flexible customer service.
7. Ability to develop and maintain effective and positive working relationships.
8. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.
9. Ability to operate relevant equipment required to complete assigned responsibilities for the position.

Supervision:

- Supervises work of other employees, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance, and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- Information and Analytics: Allows the ability to be a data leader. Provides a holistic representation of the College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Accounting, Finance, Business Administration, or a closely related area required
 - Master's degree related field of study preferred.
 - Five (5) to eight (8) years of related experience required
 - Eight plus (8+) years of related experience preferred
 - Three (3+) years of supervisory experience required
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Works some evenings and weekends
- Pre-employment Background Check Required