



CLASSIFIED VACANCY

Posted: October 16, 2023

POSITION: DIRECTOR OF FISCAL SERVICES

**SCHEDULE: 2023-2024 SCHOOL YEAR
FULL-TIME, MON-THU / 40 HRS & AS REQUIRED**

BASIC FUNCTION

Under the administrative direction of the Superintendent, the Director of Fiscal serves as the chief financial officer of the organization. It shall be this person's responsibility to plan, organize, direct, and review the activities of budgeting, accounting, purchasing, payroll, inventory control, facilities, long-range financial/economic forecasts, interagency agreements, contracts, service agreements, and risk management. This individual shall be responsible for the annual audit preparation and compliance as well as the development of the organization's Annual Report. The Director of Fiscal Services is responsible to the Superintendent of SoCal ROC, and shall assist the Superintendent in the assigned areas as these relate to the efficient operation of the Center.

RESPONSIBILITIES

- Prepare and administer the Center's budget.
- Supervise the fiscal services.
- Directs all financial accounting and reporting; authorize the Center's purchases, contracts, service agreements.
- Supervises the fiscal services activities/personnel of the organization.
- Plan, organize, direct, and review activities for budget, accounting purchasing, payroll, Facilities, Computer Services, interagency agreements, (JPA's).
- Responsible for the annual audit preparation and compliance, development of the organization's Annual Report.
- Coordinates programs' efforts to attain alternative funding for special Federal and State programs.
- Assumes overall responsibility for the selection, upkeep and accuracy of the Center's internal data processing for and business data operations.
- Coordinates all financial aspects of the program with business and fiscal administrators from participating districts as well as other ROC/P's.
- Represents the Center at various county and state business officials meetings.
- Assumes overall long range/economic forecast.
- Directs and supervises the Center's fixed assets.
- Plan, organize, direct, and review activities for budget and accounting, purchasing, payroll.
- Determine where the Center's long range planning ought to be in three to five years in the management and planning/control process of the Deferred Maintenance projects.
- Directs and prepares financial reports for presentation to the Superintendent.
- Direct and provide information for Governing Board and Cabinet members for setting policy and procedures regarding fiscal matters.

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- Direct and work with department heads to consolidate budget requests and needs.
- Set standards and policy regarding cash management of the Center’s funds.
- Direct and supervise energy-saving techniques with the Center’s facilities.
- Direct and supervises money-saving techniques for long term and short term expenditures.
- Performs such other functions as may be delegated by the Superintendent.

EXPERIENCE / TRAINING / QUALIFICATIONS

Must have a BA or higher degree in Business from an accredited college/university, and/or Chief Business Official Certificate of completion of coursework from CASBO, ACSA, or an accredited college/university program.

- Five years of experience working in various capacities in school business
- **Thorough knowledge of school accounting and budgeting principles; hands on working knowledge of HCM beneficial or has worked with HRS and instrumental in the migration to HCM**
- Experience using various software programs such as: Excel, Word, e-mail, position control program
- Experience and knowledge regarding the SACS system
- Possess a valid CA driver license

CONTACT

SOUTHERN CALIFORNIA REGIONAL
OCCUPATIONAL CENTER (SoCal ROC)
2300 CRENSHAW BOULEVARD
TORRANCE, CA 90501
Attn: HR/Director Fiscal Services

APPLICATION PACKET REQUIREMENTS

Applicants **must** submit:

1. SoCal ROC Classified Application
https://www.socalroc.com/administration/hr/applications/2021-12-09_Classified_Employment%20App.pdf

2. Resume
3. Credentials, if applicable
4. Current licenses/certificates, as applicable
5. College Transcripts (Official transcripts required for hiring)
Should you be selected as a candidate for the position, originals transcripts will be mandatory.
6. Three – four letters of references within the last three (3) years

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Application packets may be scanned, faxed, or submitted by US mail.

Email to: LLarson@scrock.12.ca.us

Questions call: 310) 224-4328

Website: www.socalroc.com

Fax: 310) 618-9637

Incomplete application packets may not be accepted.

In-house applicants to submit In-House Application, current resume, and reference letters.

SALARY RANGE \$98,095.56 - \$112,680.96 Annually

- Starting placement of salary based on education and work experience
- Education stipend for a Master's degree of \$500; requires sealed official transcripts
- Education stipend for Doctorate degree of \$1,000; requires sealed official transcripts

BENEFITS

- 223 work days per year; positive work week schedule
- Sick Time monthly accrual
- Workers' Compensation
- Health Care Stipend (FT)
- Health Care (Medical, Dental & Vision), Term Life Insurance & LTC Insurance (FT)
- Longevity Stipend (FT)
- Annual Evaluation
- Approved Professional Growth
- STRS Retirement (Eligibility hours; full vesting +5 years)
- Monday – Thursday Work Week, as applicable
- Free Parking
- Direct Deposit
- Credit Union

CLOSING DATE: UNTIL FILLED/CLOSED

NOTE:

- Southern California Regional Occupational Center (SoCal ROC) is an equal opportunity employer and prohibits discrimination, harassment, intimidation, or bullying in all Center programs, activities, and employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expressions, nationality, race or ethnicity, religion, age, sex, sexual orientation, parental or marital status, pregnancy, or association with person or a group of which one or more of these actual or perceived characteristics. SoCal ROC prohibits sexual harassment of SoCal ROC employees and job applicants, as well as retaliatory behavior or action against employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.
- The Immigration Reform and Control Act of 1986 require that you must be lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify this status.
- All employment is based on clearance of finger printing verification from the Department of Justice and a clear Tuberculosis Test.