

## **MANAGER, FINANCE, BOND, AND CAPITAL PROGRAMS**

### **DEFINITION**

Under administrative direction, the Manager, Finance, Bond, and Capital Programs provides leadership, advanced professional accounting expertise, and strategic financial oversight for the College's bond-funded capital construction programs. The Manager, Finance, Bond, and Capital Programs is responsible for bond accounting, financial reporting, budgeting, cash flow forecasting, internal controls, compliance with Governmental Accounting Standards Board (GASB) requirements, audit coordination, and fiscal integrity. The incumbent ensures the accuracy, integrity, and transparency of all bond-related financial data across facilities, construction, fixed assets, debt service, and capital investments. This position exercises independent judgment and expert-level analysis in support of College leadership, internal and external auditors, and oversight committees.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the assigned managerial personnel. Exercises general direction and supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision.

### **CLASS CHARACTERISTICS**

This position is within the classified administrator classification and is responsible for directing bond accounting and financial operations for multi-year, multi-phase capital improvement programs. The position requires comprehensive knowledge of governmental accounting principles, public construction finance, debt management, and highly technical financial reporting. This class provides assistance to management in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Plans, organizes, and directs advanced-level bond accounting and budgeting functions for all construction, capital, and facilities projects; provides expert fiscal advice to support the College's long-range capital planning efforts.
2. Evaluates the design and effectiveness of internal controls for assigned bond funds and recommends appropriate corrective actions and solutions.
3. Develops and maintains accurate and complete bond financial records, including capital assets, construction expenditures, bond proceeds, and interfund transactions; ensures accounting entries, reconciliations, transfers, and reporting comply with GASB standards, Education Code requirements, and College policies.

4. Prepares and provides comprehensive and specialized bond financial reports and presentations for executive leadership, the Board of Trustees, Citizens' Bond Oversight committees, and state or regulatory agencies.
5. Oversees databases and reporting tools used to track fixed assets, bond liabilities, and capital project activity; develops dashboards, analytical summaries, and financial presentations to support executive decision-making.
6. Oversees year-end closing processes for bond and capital funds, ensuring full reconciliation of accounts, fixed assets, and project budgets.
7. Manages all bond- and construction-related audits, including preparation of documentation, coordination with auditors, response to findings, and implementation of corrective actions.
8. Researches and reports on the impact of proposed laws, regulations, and procedures relating to bonds and finance.
9. Supports the development of multi-year capital and construction budgets, ensuring alignment of funding sources and expenditure plans.
10. Performs advanced financial analysis, including cash flow forecasting, debt repayment schedules, and long-term bond program planning.
11. Coordinates and collaborates with Facilities Planning, project management staff, and other departments to monitor project spending, budget variances, and capital commitments.
12. Manages Enterprise Resource Planning (ERP) and accounting system functionality related to bond accounting; leads system enhancements to improve efficiency, accuracy, and compliance.
13. Leads special projects and initiatives related to capital finance, bond controls, and financial operations modernization.
14. Assists with the selection, training, motivation, and direction of department-assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
15. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
16. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
17. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
18. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
19. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees mandated trainings, and DEISAA related trainings as required.
20. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
21. Performs related duties as assigned consistent with the scope of the position.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
5. Bond and construction financial operations, capital budgeting, and fixed asset accounting.
6. Generally Accepted Accounting Principles (GAAP), GASB standards, and public sector accounting practices.
7. Public construction processes, including bidding, payments, and change orders.
8. Financial reporting requirements, audit standards, and internal control systems.
9. ERP systems and financial/accounting software.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
11. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

### **Skills & Abilities to:**

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
5. Establish and maintain a variety of filing, record-keeping, and tracking systems.
6. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
7. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
8. Communicate effectively through various modalities.
9. Analyze and prepare detailed, accurate financial reports and statistical reports.
10. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

1. Equivalent to a bachelor's degree from a regionally or nationally accredited college or university in accounting, finance, business administration, public administration, or related field; and
2. Four (4) full-time equivalent years of increasingly responsible experience in accounting, bond or construction accounting, auditing, or public sector finance, including one (1) full-time equivalent year of coordination and/or leadership experience.

**Desirable Qualifications:**

1. Master's degree in accounting, finance, business administration, public administration, or a related field.
2. Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), or equivalent professional certification.
3. Financial management experience in an educational environment.
4. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
5. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

## **ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.