

**COMPTON COMMUNITY COLLEGE DISTRICT  
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



**DIRECTOR OF FISCAL AFFAIRS**

**FLSA: EXEMPT**

**ESSENTIAL DUTIES/FUNCTIONS:**

- Plans, organizes, coordinates and directs complex internal, operational, financial and performance audits.
- Develops, adapts and revises policies, procedures and guidelines pertinent to the administration of Compton Community College internal auditing.
- Coordinates activities, address and meet funding and financial reporting requirements, resolve discrepancies discovered by audits and special investigations, and improve financial management procedures.
- Provides technical advice and guidance to Compton Community College personnel on complex problems related to the College's internal audit and special investigation activities.
- Advises the President / Superintendent through oral and written reports of college objectives, critical problems, achievements, improvement recommendations and on requirements and restrictions of laws, rules and policies.
- Analyzes state legislative and administrative decisions, regulations and policies to determine their impact on the internal audit and special investigation operations of Compton Community College and makes recommendations on how to implement new requirements.
- Evaluates computer software and systems applicable to Compton Community College auditing and special investigation activities.
- Plans, schedules and reviews the work of assigned auditing and special investigation staff.
- Develops and oversees the maintenance of the unit budget.
- Performs related duties as assigned.

**REQUIRED QUALIFICATIONS:**

- High School Diploma/ GED Certificate.
- Bachelor and Master's Degree in Accounting, Business Administration, Economics, Finance, Public Administration or closely related field, **AND**
- Five years of professional-level audit experience with an internal or commercial auditing unit or firm, **AND**
- Two years experience in a supervisory position.

**DESIRED QUALIFICATIONS:**

- Principles, theories and practices of auditing and accounting Governmental auditing standards.
- Current trends and developments in auditing and accounting.
- Laws, rules, regulations, policies, practices, procedures and precedents to public agency auditing and accounting and fraud investigation.
- Accounting and financial systems.
- Accounting policies, procedures and requirements of Compton Community College.
- Fraud investigative techniques.
- State legislative processes and procedures.
- Principles of management and organization.
- Principles of supervision and training.
- Principles and practices of business and public administration.
- Organization, functions and inter-relationships of the various departments of Compton Community College.
- Capabilities of computer applications and hardware used in the administration of an auditing and special investigation program.
- Plan, organize, direct, coordinate and evaluate internal auditing and special investigation activities.
- Design and implement and internal audit program/plan to include the identification of potential and actual risk areas.
- Apply the theories and techniques of professional auditing to complex problems.
- Develop methods and procedures to implement policies and regulations and to improve efficiency.
- Identify pertinent details, assemble and analyze facts, draw conclusions and make recommendations.
- Interpret laws, rules, regulations and policies related to the auditing and special investigation functions of Compton Community College.
- Anticipate conditions, plan ahead, establish priorities and meet schedules.
- Act independently and promptly to situations and events.
- Motivate, direct, train and develop others.
- Stimulate teamwork and promote cohesiveness to achieve College objectives.
- Establish and maintain effective working relationships with administrators and staff of Compton Community College and other public and private organizations.
- Effectively utilize computer equipment and software in the performance of duties.
- Prepare effective written and oral communications, reports and presentations.
- Learn quickly the specialized procedures and functions of various departments.