OPENING FOR
DIRECTOR OF FINANCIAL SERVICES
ASI FINANCIAL SERVICES

ANTICIPATED HIRING RANGE: $83,000

Total Compensation Package = $112,237 annually*
*based on health insurance coverage for employee + family

This is a full-time position that is eligible for benefits and relocation assistance.

THE POSITION
As a member of the Leadership Team, the Director of Financial Services provides leadership to the Financial Services team and is responsible for developing, managing maintaining the organization’s accounting, fiscal, payroll and budget functions. The Director of Financial Services ensures compliance with Associated Students, Inc. (ASI), California State University (CSU), state agency, federal agency and other external agency regulations, timelines and requirements. The Director of Financial Services effectively leads and supervises the Financial Services leadership team, professional staff and students and creates an environment that values inclusivity, engages in evidence-based decision-making, promotes student participation and development and fosters quality service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide leadership to and oversee the overall development and operation of the Financial Services Department
- Establish, update and enforce policies and procedures that provide for the effective operation of the Financial Services Department and overall organization
- Responsible for personnel management of all Financial Services staff to include recruitment, selection, training, evaluation, development and discipline
- Manage payroll administration for non-student and student employees; ensure timely processing of employee pay, payroll reporting and compliance with all legal reporting requirements
- Manage risk by identifying, assessing, prioritizing, minimizing and transferring risk to the organization; effectively mitigate risk through the application of various insurances
- Review and evaluate programs, activities and services to ensure that appropriate risk management precautions and procedures are in place or developed. Ensure that the Financial Services department is in compliance with the risk management requirements of the California State University (CSU) system, California State Polytechnic University, Pomona (Cal Poly Pomona) and bond covenant provisions
- Develop, maintain, communicate and adhere to reporting schedules
- Provide vision and administer an efficient and effective department through engagement in systematic strategic planning, assessment and reporting
- Establish, modify, document and coordinate the implementation of accounting, business, and internal control procedures for ASI departments including the Children’s Center
- Ensure compliance with ASI, university, CSU and all applicable financial policies and regulations, audit guidelines and good business practices
- Analyze financial information and preparation of reports to summarize past, current and projected organization financial position for ASI, student organizations and contracted university fund accounts.
- Supervise preparation of required documentation to ensure full compliance with CSU, external agency independent CPA firm audits
- Manage tax returns, cash flow, bank accounts and recommend investments and fund transfers to senior management
- Prepare annual budget draft for ASI, Bronco Student Center (BSC) and contracted university fund accounts and monitor actual financial performance against budget
- Oversee accounting and fiscal support for the other funds, as agreed upon with the University
- Oversee debt management and financial planning for capital projects
- Advise ASI management, staff and ASI student leaders on accounting and fiscal matters
Serve as financial system administrator: oversee the maintenance contracts for the financial system; implement periodic updates to software, and stay abreast of changes in hardware and software required for the efficient operation of Financial Services

Create and conduct campus-wide collaborations that serve the overall mission of ASI and the university as a whole

Facilitate partnerships with student and campus groups

Serve as a member of the ASI Leadership Team

Serve on ASI and campus committees and engage with system-wide associations

Serve as ambassador for ASI and be involved at the university, state, regional, and national level, as assigned

Perform other duties as assigned

QUALIFICATIONS

- Bachelor's degree in Accounting or related field required; Master of Business Administration (MBA) preferred
- Certified Public Accountant (CPA) certification, preferred
- Minimum three years demonstrated experience in supervising and leading individuals and teams
- Minimum five years experience in accounting and financial management
- Demonstrated ability to successfully apply fund accounting practices and related financial instruments
- Knowledge and comprehensive understanding of accounting principles, applicable accounting standards, budgeting, financial analysis and best business practices
- Ability to identify and successfully resolve various fiscal and organizational problems
- Ability to achieve assigned objectives within budget and designated timelines
- Demonstrated ability to work with a diverse student population and campus community
- Genuine interest in educating, consulting and working with and on behalf of students
- Ability to work and interface effectively with other departments within and outside of ASI
- Ability to interact effectively with customers, students, campus community members, vendors and the general public
- Exceptional interpersonal skills
- Ability to operate an office work station, utilizing word processing, spreadsheet and accounting software
- Ability to communicate clearly and concisely, both orally and in writing
- Demonstrated ability to make presentations and facilitate meetings and write clearly and concisely

Employment offer contingent on background check

POSITION SENSITIVITY
Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position.

BACKGROUND CHECK
A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

WORKING ENVIRONMENT
Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination, and verbal communication; use of office equipment, printer, scanner, telephones, calculator, copier and fax.

APPLICATION PROCEDURE
Both an application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the ASI Website and in the Human Resources Department.

Submit resume and application to:
Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg 35
Pomona, CA 91768

Phone: (909) 869-3546
E-mail: asihr@cpp.edu
Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ABOUT ASI
Established in 1963, Associated Students, Incorporated (ASI), is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of programs and services. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

EOE
ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process.

MANDATED REPORTING REQUIREMENT
In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.