

DIRECTOR, BUSINESS SERVICES

DEFINITION:

Under administrative direction and reporting to the Vice President of Administrative Services, to plan, organize and supervise the operations and staff of the college's business office including accounting, budgeting, finance, and payroll; to manage and perform responsible professional accounting tasks including maintenance of the general ledger, preparation of financial reports and records, reconciliation of a variety of accounts, and cash flow analysis; to direct the development, preparation and monitoring of the college's budgets; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single position management classification accountable for the college's accounting, budgeting, finance and payroll functions, and supervising or personally performing a variety of responsible professional accounting work. The position maintains sufficient independence from other offices to insure integrity of financial responsibilities.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title. However, employee may be directed to perform other related duties.

- Develops and implements departmental goals and policies, staffing levels, and administers policies and procedures in accordance with Board regulations;
- Plans, organizes, schedules, supervises/directs and evaluates the work of all classified business team members in accounting, budgeting, payroll and finance;
- Monitors all district budgets regularly and consistently reviewing them for over expenditures and compliance with GAAP, GASB (34, 43,45, etc.) and internal benchmarks;
- Maintains and reconciles the general ledger to subsidiary ledgers; prepares and/or approves adjusting entries; oversees year-end closing entries and procedures, provides documented analysis of financial transactions;
- Directs the development of the tentative and final budgets; implementing budget scenarios based on various fiscal assumptions, preparing, reviewing and verifying draft and final budget documents, and coding and entering items;
- Maintains effective internal controls to ensure that transactions are processed in accordance with generally accepted accounting procedures;
- Prepares for submission all federal, state and local financial reports and statements, including, but not limited to the 311 and 311Q;
- Supervises and reviews payroll processing to ensure accuracy and compliance with all legal requirements;
- Reviews and approves processing of all expenditures, revenue receipts, bank reconciliations, miscellaneous billings, stop payments, collections, and related processing;
- To the extent required, develops and implements accounting systems, procedures, methods and forms;
- Reconciles Capital Projects budget to State allocations and to general ledger, makes appropriate transfers, and sets up receivables at year end;
- Manages accounting and financing duties related to district's bond funds, ensuring legal compliance;
- Prepares materials and various financial schedules for and coordinates with independent auditors;
- Reviews district's attendance accounting reports for accuracy and compliance with legal requirements;
- Prepares and maintains a variety of spreadsheets and databases to assist in tracking, monitoring, managing and reporting financial matters;

- Prepares cash flow projections as required;
- Performs projections regarding the fiscal effects of collective bargaining;
- Supervises the systems and processes related to the proper accounting of district's fixed assets;
- Coordinate the development and maintenance of software (IT) financial applications and systems;
- Monitors and reconciles Financial Aid funds, submits drawdowns, and coordinates with financial aid office and fund trustee;
- Serves as an alternate representative on the property/liability JPA Board of Directors.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of generally accepted accounting.

Accounting, audit, budget and payroll principles as applied to California Community Colleges.

Principles, practices and terminology used in complex financial and statistical recordkeeping.

Basic research and analytical methods.

Systems and methods of budget development, tracking, and monitoring.

Applicable laws, codes, regulations and requirements.

Capability and uses of accounting and other fiscal software.

Basic principles and practices of supervision.

Skill in:

Planning, organizing, and managing the effective operations of a community college business office.

Scheduling, supervising, assigning and reviewing work; training, guiding, appraising and counseling employees.

Preparing clear and accurate financial statements, reports, schedules and records.

Generating accurate and timely payroll transactions.

Effective oral communications.

Setting up and maintaining a complete set of accurate, complex and interrelated financial records.

Performing accurate and rapid mathematical computations.

Interpreting and applying codes, regulations, policies and procedures.

Evaluating, developing, implementing and maintaining accounting policies, procedures, and standards.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record. As an exempt employee, the incumbent may be asked to work variable schedules.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A Bachelor's Degree with an emphasis in accounting, and five years professional experience preparing and maintaining accounting records. Previous supervisory and community college experience is preferred. CPA license or Master's Degree in accounting or business administration preferred.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Mobility and dexterity to work in a standard office setting and use standard office equipment and computers; vision to read printed material and computer screens; speech and hearing for normal communication in person and by telephone. This work is performed indoors under general office conditions.