ABOUT THE COLLEGE
Situated on the Monterey Bay in the county of Santa Cruz, Cabrillo College is one of the most highly regarded community colleges in the state for its success in the area of transfer and career education and currently serves over 15,000 students. Cabrillo focuses on student-centered learning and has a tradition of collegial governance. Cabrillo’s career education is closely connected to the nearby Silicon Valley business environment as well as that of the greater San Francisco Bay area.

ABOUT THE COMMUNITY
Santa Cruz County boasts a rich cultural life and numerous recreational opportunities. Residents enjoy a Mediterranean climate amid redwood forests, sparkling beaches and rich farmland.

Local cultural highlights include the internationally-renowned Cabrillo Music Festival, the Santa Cruz County Symphony, and the critically-acclaimed Cabrillo Stage, the college’s own summer theater company, which performs annually to sold-out audiences. Numerous museums and galleries throughout the area showcase the work of visual artists in every medium who contribute to the cultural vitality of the area.

Year-round outdoor recreational opportunities abound, and the area provides an ideal environment for sports of all types. A number of annual events celebrate the area’s ethnic and cultural diversity. The area combines the charm and relaxed lifestyle of a small coastal community with the advantages of cultural richness and easy access to the urban services of the San Francisco area.
Director of Business Services
CL10-07
Starting Date: July 1, 2010

Under the general direction of the Vice President of Business Services, the Director of Business Services supervises the activities related to, and maintains the financial records of the district; manages the preparation of the budget and financial reports; and ensures that financial recordkeeping is performed in accordance with generally accepted Federal, state, county, and district requirements and practices.

POSITION DESCRIPTION INCLUDES
• Directs the preparation of the annual district budget
• Directs the fiscal operations of the district including the accounting, banking, budgeting, payroll and auditing functions
• Prepares financial projections, analyzes the district’s financial status, and anticipates potential variances in the operating budget
• Responsible for the preparation of monthly, quarterly, and annual reports for all Federal and state agencies and district projects; prepares the California Community Colleges’ Annual Financial and Budget Report
• Directs, trains, supervises and evaluates staff assigned to various Business Services units
• Directs the maintenance of all funds and accounting records of the district
• Analyzes and interprets the financial impact of contract language proposals relative to the district’s collective bargaining process and assists in table negotiations as required or assigned
• Recommends, interprets and administers policies ensuring compliance with pertinent Federal, state and local laws and contractual regulations
• Manages the annual financial audit process
• Participates in the development and review of contracts entered into by the district
• Directs the financial management of the district construction projects
• Serves on a variety of district committees and may represent the district in organizations such as Joint Powers Authorities and other community organizations as required or assigned
• Participates in the search and selection process for assigned staff and makes appropriate recommendations for appointment
• Prepares a variety of reports and correspondence including reports for the Governing Board
• Conducts special studies and completes special projects as directed by the Vice President of Business Services

REQUIRED EDUCATION AND EXPERIENCE QUALIFICATIONS
Bachelor’s degree or higher from an accredited college or university in accounting, finance, business or related discipline with substantial coursework in accounting and/or equivalent work experience. Minimum of five years of progressively responsible experience in accounting or related business management, at least three of which should be in a supervisory or management capacity. Master’s degree in business or public administration desired.

REQUIRED PROFESSIONAL EXPERTISE
1. Knowledge of accounting principles and procedures
2. Knowledge of laws and regulations applicable to community college accounting operations
3. Knowledge of office practices, procedures and equipment
4. Familiarity with computerized accounting and financial reporting systems

REQUIRED PERFORMANCE EXPECTATIONS
1. Ability to analyze, interpret, and prepare financial statements and reports in accordance with generally accepted accounting principles
2. Perform consistently under the pressure of deadlines and other administrative demands
3. Effectively train, supervise and evaluate staff
4. Communicate effectively verbally and in writing
5. Expertise with spreadsheet software applications
6. Maintain effective and cooperative relations with faculty, staff, and college administration

APPLICATION PROCESS
To be considered each candidate MUST SUBMIT to: Cabrillo College Human Resources Department 6500 Soquel Drive, Aptos, CA 95003 Phone: (831) 479-6217 Fax: (831) 477-3545
1. Completed and signed Cabrillo College application
2. Job-related resume
3. Transcripts from all colleges attended (copies acceptable) or official proof of request for transcripts
4. Three recent job-related letters of recommendation which address the candidate’s ability to perform the duties of this position
5. A short, clearly identified, separate attached statement (not to exceed two pages), which describes the relevant skills and experience you possess that demonstrate your ability to perform the duties of the Director of Business Services at Cabrillo College given the current challenging fiscal climate. What are the most critical issues you will address in your first six months as Director?
6. Criminal History Inquiry Supplemental form

EQUIVALENCY APPLICATION PROCESS
Candidates without the specified degrees listed under “Required Education Qualifications” must complete and submit an Application for Equivalency Determination. Additionally, candidates must provide documentation, as part of this application process, sufficient to convince the committee that the candidate possesses the equivalent of these minimum qualifications, including the depth and breadth of discipline knowledge plus general education. Further information and application for equivalency forms may be obtained at: www.cabrillo.edu/services/hr/apps/index.html.

Starting Date: July 1, 2010

Salary
This is a 225-day administrative assignment. Starting salary ranges from $84,876 to $119,429. Cabrillo College provides an annual doctoral stipend of $3,402 for eligible employees.

Benefits
Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

APPLICATION DEADLINE
Initial screening of applications will begin on Thursday, May 20, 2010. All completed applications received by this date will receive a full screening. However, applications will be accepted until the position is filled. (Email transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflects the rich diversity and cultural heritage of the College District and its student body.

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