DIRECTOR OF BUSINESS SERVICES
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Director of Business Services is responsible for managing district accounting, payroll and banking operations, budget preparation, preparation of appropriate Federal and state reports, maintenance of budgetary control of district funds, and the provision of a variety of fiscal information and support services.

SCOPE

The Director of Business Services, under the general direction of the Vice President, 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.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Directs the preparation of the annual district budget (E).
2. Directs the fiscal operations of the district including the accounting, banking, budgeting, payroll and auditing functions (E).
3. Prepares financial projections, analyzes the district's financial status, and anticipates potential variances in the operating budget (E).
4. 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 (E).
5. Directs, trains, supervises and evaluates staff assigned to various Business Services units (E).
6. Directs the maintenance of all funds and accounting records of the district (E).
7. 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 (E).
8. Recommends, interprets and administers policies ensuring compliance with pertinent Federal, state and local laws and contractual regulations (E).
9. Manages the annual financial audit process (E).
10. Participates in the development and review of contracts entered into by the district (E).
11. Directs the financial management of the district construction projects (E).
12. 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.
13. Participates in the search and selection process for staff assignments within the area of assignments, and make appropriate recommendations for appointment.
14. Prepares a variety of reports and correspondence including reports for the Governing Board (E).
15. Conducts special studies and complete special projects as directed by the Vice President, Business Services (E).
16. Performs related duties as required or assigned.
QUALIFICATIONS

Education and Experience:

Bachelor's degree or higher in accounting, finance, business or related discipline with substantial course work in accounting and/or equivalent work experience. Master's degree in business or public administration desired. 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 managerial capacity.

Knowledge and Abilities:

Knowledge of accounting principles and procedures; laws and regulations applicable to community college accounting operations; office practices, procedures and equipment, and familiarity with computerized accounting and financial reporting systems.

Ability to analyze, interpret, and prepare financial statements and reports in accordance with generally accepted accounting principles; consistently perform under the pressures of deadlines and other administrative demands; effectively train supervise and evaluate staff; communicate effectively verbally and in writing; spreadsheet software applications; and maintain effective and cooperative relations with faculty, staff, and college administration.

AUTHORITY AND RESPONSIBILITY

Provides direct management of the activities of the Business Services Office and supervision of the management or staff in assigned areas, including budgeting, payroll, accounting and banking.

Adopted: November 4, 1991
Revised: August 5, 1996
Revised: February 2, 2004