

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, BUSINESS SERVICES

L118.200

BASIC FUNCTION: Under the direction of the Vice President for Administration, performs professional accounting and financial management duties in the preparation of the annual budget and the coordination and supervision of Business Office activities, including payroll, accounts receivable/payable, purchasing, and other accounting functions.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The essential duties of the class are indicated with an asterisk *.)*

- *1. Plan, organize, and supervise the operations of the Payroll and Business offices, including those related to payroll calculations, purchasing, registration activities, travel costs, personal services contracts, rents and leases, journal maintenance, and other accounting functions.
- *2. Writes reports and correspondence containing descriptive, analytical and evaluative content including the preparation of projections, conclusions and recommendations for accounting and financial systems.
- *3. Manages the District's cash flow by analyzing receivables and revenues, authorizing the release of funds for cash disbursements, and reviewing budgets.
- *4. Reviews key information generated by the accounting department, including monthly bank reconciliations, journal entries, receivable work papers, payroll calculations and employee benefit information.
- *5. Develops, prepares and analyzes accurate financial accounting reports and statements as required by federal, state and local agencies.
- *6. Supervises the management and recording of District funds, including federal, state and local allocations.
- *7. Assists in the development of data processing programs to support budgetary, accounting, payroll and general business activities.
- *8. Performs duties of the Chief Business Officer in his/her absence as required.
- *9. Supervises classified, confidential and supervisory staff; supervisory duties include instructing, planning and assigning work, maintaining standards, coordinating activities, selecting new employees, acting on employee problems, and recommending employee discipline and discharge as appropriate. Evaluates the work of subordinates for completeness and accuracy; offers advice and assistance as needed.
- *10. Initiates and maintains positive relationships with other departments and members of the College community; facilitates relationships with outside entities as appropriate.
- *11. Conducts short and long range analysis and projections of District income and expenditures.
- *12. Analyzes growth, development, and changes likely to affect District operations.
- *13. Provides technical support to departments in developing budget requests, and assists in the preparation of the District's annual budget.
- *14. Participates in the planning, organizing, and coordinating of accounting and financial matters of the District.
- *15. Maintains effective internal controls to ensure transactions are processed in accordance with generally accepted accounting procedures.
- *16. Analyzes the impact of proposed changes in operating programs and legal mandates on accounting systems and consults with operating and management personnel in the design of accounting systems to ascertain accounting data and reporting requirements.
- *17. Resolves complex accounting problems and develops, recommends and facilitates the implementation of new or revised accounting systems and related management policies, practices and procedures.
- *18. Oversees the year-end closing process and serves as liaison on accounting matters with auditors engaged in regulatory, contractual and operational audits of District programs and activities.
19. May serve on a variety of local, District and statewide committees as requested.
20. Performs related work as required.

MINIMUM QUALIFICATIONS:

● EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited institution in accounting, finance, business administration or public administration with an emphasis in accounting, or a related field; **AND**
- Management level experience directly related to the responsibilities in this class.

● CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- A valid California Driver's License maintained throughout duration of employment.

DESIRED QUALIFICATIONS:

- A Master's Degree in accounting, finance, business or public administration with an emphasis in accounting.
- A valid license to practice as a Certified Public Accountant in California.
- Four (4) years of management level experience directly related to the duties and responsibilities of this class, preferably in an academic setting.
- Excellent written and verbal communication skills and strong organizational skills being able to pay close attention to detail.
- Sensitivity to and an understanding of the diverse academic, socioeconomic, and ethnic backgrounds of staff, students and the public.

KNOWLEDGE, SKILLS, AND ABILITIES: *(May be acquired through education, training and/or experience.)*

Knowledge of: Federal, State and local laws affecting the accounting and financial systems of the District; laws, ordinances pertaining to the specific responsibilities of the position; supervisory and managerial concepts and principles.; modern office practices and technology.

Ability to: interpret and apply District policies, rules, regulations and procedures of the District; apply generally accepted accounting methods and procedures; use governmental accounting and budgeting methods and procedures. help ensure compliance with all laws, regulations and policies through effective supervision and leadership; motivate and provide leadership to employees; compile, organize and use various financial information necessary in the preparation of the District's annual budget; prepare and monitor the budget; develop procedures for and supervise various business functions, including payroll and accounts receivable/payable; compose complex financial reports, analysis and correspondence; analyze administrative and financial problems and prepare comprehensive, clear and concise reports and recommendations; make sound, educated decisions; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; make required mathematical calculations accurately; make public presentations; maintain records accurately and with confidentiality as required.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to classified, confidential, and supervisory personnel.

PHYSICAL EFFORT:

Normal office environment.

CONTACTS:

All classifications of District employees and students at Butte College; financial institutions; auditors; staff from other educational institutions; vendors; general public.

WORKING CONDITIONS:

Busy college office environment.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.