



JOB TITLE: BUSINESS MANAGER

Classification:	Classified Administrator	Retirement Type:	PERS*
Salary Range:	16	Board Approved:	December, 1996

BASIC FUNCTION:

Under the direction of the Vice President, Administrative Services, manage the Fiscal Services Division in preparation and control of the annual District budget, monthly financial statements, collection and disbursement of funds and dissemination of fiscal information to the campus community; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Manage the Fiscal Services Division; assure proper control of warrants and signatures; direct activities necessary for payment of salaries to employees of the District.

Develop, monitor and control the various funds of the District budget; calculate and compile income for the budget; review and interpret legislation affecting the budgeting process.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Direct the preparation of the tentative and final budgets for various funds of the District; provide monthly review and reporting of General Fund-Unrestricted budget.

Provide technical assistance and respond to inquiries of District staff regarding various fiscal matters; serve as liaison between the District and Superintendent of Schools.

Direct the preparation of monthly financial statements for College Foundation and present statements to the finance committee and Foundation Board as assigned.

Coordinate external audit programs for District and Foundation.

Coordinate accounting functions with various divisions; oversee accounts payable function to assure prompt payment of invoices.

Coordinate the collection of fees and tuition with other departments as appropriate.

Direct the preparation of and prepare a variety of federal, State and County financial reports; assure reports are filed in a timely manner; maintain related files; prepare cost analysis reports; submit reports to appropriate Board, department or agency; maintain current knowledge of accounting and reporting requirements of specially-funded projects.

Operate a computer and other office equipment as assigned.

Communicate with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.

Analyze cash flow of the College's funds and make recommendations for investments for the District; invest funds to maximize returns on the investments.

Attend and conduct a variety of meetings as assigned; serve on assigned committees.
Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: bachelor's degree in finance, accounting, business administration or related field and four years increasingly responsible accounting or finance experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Planning, organization and direction of the Fiscal Services Division.

Budget preparation and control.

Accounting and fiscal practices and procedures.

Budget concepts, principles and practices.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Abilities/Skills:

Manage the Fiscal Services Division in preparation and control of the annual District budget, monthly financial statements, collection and disbursement of funds and dissemination of fiscal information to the campus community.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Licenses or Other Requirements:

Valid California driver's license.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.