

**DIRECTOR, CAMPUS BUDGET AND ACCOUNTING
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

POSITION OVERVIEW

Under the direction of the Vice President, Administrative Services, plan, organize, coordinate, and direct the College's budget functions; develop, implement and evaluate budget development, preparation and maintenance procedures, and assure appropriate documentation and records maintenance; develop and implement processes designed to account for the expenditure and proper control of expenses; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES

- Plan, organize, and coordinate the College budget development process; oversee the timely and accurate preparation of a variety of financial reports; assist with preparing and authorizing budget transfers, requests for reimbursement, and coding of purchase and personnel requisitions, assuring compliance appropriate regulatory requirements.
- Work in collaboration with college departments to develop annual college budgets and the implementation/refinement of standard operating procedures as needed.
- Research and review proposed grants to determine allowable expenses, create new accounts and monitor grant expenses and provide comparative and quarterly reports, approve, and submit budget changes for day-to-day accounting transactions, prepare and review expense reports, and obtain required signatures for final report submittal to funding agencies.
- Take the role as a purchasing services campus expert for questions during the procurement process; accounting overview of college facilities use and complete understanding of the Civic Center Act; work in collaboration with District Office Facilities and various college constituents during the Facilities Modification Request process.
- Work with external and internal auditors; train College Budget Office staff, and act as liaison in providing information to administrators, personnel, and consultants at the College on accounting matters.
- Work with college Maintenance & Operations to develop the budgets and track preventative maintenance projects for our current facility locations; assist District Fiscal Services Department with coordination of year-end financial closing; analyze accruals and carryover budgets; prepare revenue forecasts for annual budgets and periodic budget status report briefings; develop and analyze projections and variances.
- Maintain the chart of accounts for the College and the Foundation to enable and facilitate accurate preparation of financial reports, making changes, additions, deletions, and reclassifications of existing accounts.
- Maintain and update College Planning and Budget Process & Procedures Manual as necessary; coordinate with College departments the submittal, prioritization, and funding of annual resource allocation requests and implementing standard operating procedures as needed; oversee and review accounting transactions for the College and the Foundation, including check disbursements, posting of journal entries, budget changes, bank reconciliation, and preparation of financial reports as needed.
- Develop and implement policies and procedures for cash control and check disbursements, prepare balance sheet and statement of financial position reports, assuring accuracy and compliance with appropriate regulatory requirements.
- College point of contact during annual Foundation Audit and Tax period; present and provide quarterly fiscal updates as required; present and provide fiscal updates at college-wide participatory governance meetings.
- Assure compliance with a variety of local, state, and federal laws, codes, and regulations.
- Liaison among District Fiscal Services Department management and staff.
- Perform related duties as required.

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JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONTINUED)

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

- fiscal management policies,
- generally accepted accounting and auditing principles,
- practices and methods of governmental and school accounting and budgeting,
- principles of management, supervision, and training,
- legal, procedural, and reporting requirements in school district and non-profit financial work,
- financial analysis and projection techniques,
- computer systems and equipment used to prepare and control budget and accounting.

Ability to:

- prepare and maintain complex statistical records and reports,
- provide leadership in areas related to the college budget; plan, organize, and coordinate the college's budgetary operations,
- analyze complex financial data and develop financial forecasts, plans, processes, reports, statements, and recommendations,
- assure the preparation, maintenance and retention of appropriate accounting and budget data and documentation,
- provide technical expertise and assistance to District personnel regarding assigned functions,
- communicate effectively both orally and in writing,
- establish and maintain cooperative working relationships with internal college and district personnel, external auditors, vendors, professional colleagues, and representatives from various outside agencies,
- interpret, apply and explain complex fiscal policies and legal requirements.
- demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.

MINIMUM QUALIFICATIONS

Education and Experience: A Bachelor's degree with a major in Accounting, Business Administration, Finance, or a closely related field, and at least five years of increasingly responsible financial management experience including three years in a supervisory capacity. Experience in budget, accounting, strategic planning, and financial research in a public education institution.

Desirable Qualifications: Master's degree in accounting, finance, or a related field; a Certified Public Accountant (CPA) license; experience working in a Community College within the State of California; demonstrated experience managing and mentoring staff with varying degrees of technical capabilities.

Board Approval Date: June 10, 2024