

CAMPUS BUSINESS MANAGER

JOB DESCRIPTION

POSITION OVERVIEW

Under direction of the Vice President of Administrative Services – plans, organizes and supervises the operation of college business services including the college bookstore, food service and campus business operations.

REPRESENTATIVE DUTIES

Plan, organize, and direct the activities of college business services (Bookstore, Cafeteria, Student Business Office and Cashiers) for assigned college; plan and direct accounting and budgeting matters. Authorize, monitor and control expenditures to assure appropriate budget administration; organize, direct and monitor the purchasing processes with Auxiliary Funds. Establish, implement and monitor appropriate internal controls over accounting procedures, inventory and cash handling. Coordinate such activities with other college departments and District Fiscal Services including Internal Audit. Direct the billing, collection, deposit and coding of student fees and refunds, and control appropriate accounts and records. Establish, implement and monitor Auxiliary accounts and records involving the collection, disbursement, accounting, and reporting of Diversified Trust, Diversified Agency, Associated Student, Student Representation and Community Education and Bookstore Funds. Supervise and collaborate on the development and use of computerized financial systems, including but not limited to student administration, cashiering, web based payment and POS financial systems. Use management information tools, including personal computer applications and web-based financial and reporting tools; analyze and recommend changes to business services software applications and programs. Coordinate business services technology improvements with college and District Information Technology staff. Develops and recommends policies for campus business services and cash controls. Communicate, investigate and resolve issues with the District Office in matters pertaining to budget, accounting, purchasing, fiscal services, payroll and information technology. Supervise the preparation of the annual Auxiliary Tentative and Adopted budgets, coordinating with administrators and other involved personnel. May also coordinate and monitor operating budgets of the college's special grant funds; initiate/review and approve budget and expenditure transfers, accounting entries and transactions to assure conformance with program requirements; monitor and facilitate preparation of external financial reporting requirements for grants. Train and advise college administration and staff on budgetary, accounting, compliance matters, district policies & regulations, and governmental statutes. Develop and monitor preparation of financial reports and business services account analyses. Responsible for the recruitment, supervision and evaluation of assigned staff. Supervises the purchasing, receiving, pricing, stocking, selling, and storage of textbooks, soft goods, retail merchandise, school supplies, food, snacks and school supplies. Monitor cost center performance using reporting tools to implement or make business service adjustments. Supervises the sale of student and staff parking permits, including the reconciliation and deposit of daily parking meter sales. Supervises the sale of tickets for athletic, student or community activities; maintains stock control records;

CAMPUS BUSINESS MANAGER

JOB DESCRIPTION (CONTINUED)

counts cash received and prepares daily receipts report; prepares and submits profit and loss statements and other reports as required. Performs other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Vice President of Administrative Services. It supervises Bookstore staff, Food Service, Cashier, Campus Business Operations staff and part time student help.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of retail and business management, Accounting and Budgeting. Personal characteristics necessary for working with college faculty, staff, students and the community.

Ability to: Perform the basic functions of the position; plan, organize and perform professional- level budget, accounting and auditing duties; perform complex and responsible analytical studies; prepare and analyze comprehensive financial reports and prepare forecasts and formulate recommendations for action; accurately analyze, interpret, apply, and explain laws, policies, regulations and fiscal data; prepare financial statements, profit and loss statements and other technical financial reporting documents; plan, organize, prioritize and supervise the workload of assigned areas of responsibility; use computer applications for accounting processes; maintain current knowledge of program rules, regulations, requirements and restrictions; maintain current knowledge of technological advances in accounting and business management; analyze situations accurately and adopt effective courses of action; meet schedules and timelines; supervise the work of others; work cooperatively with the public, students, faculty and staff; work independently with minimum direction; work as a member of a team.

MINIMUM QUALIFICATIONS

Education and Experience

A bachelor's degree with a major in accounting, business administration, finance, or a closely related field at least 5 years of increasingly responsible financial management experience including two years in a supervisory capacity. Experience in budget, accounting in a public education institution.