

DIRECTOR, CAMPUS BUDGET AND ACCOUNTING

CLASS SUMMARY

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 with Title 5 regulations, California Community College Budget and Accounting Manual, Auxiliary Organizations Manual, and District policy; develop grant and other special budgets, 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; work with external and internal auditors; train College Budget Office staff, complete performance appraisals, and act as liaison in providing information to administrators, personnel, and consultants at the College on accounting matters; 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; 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 Title 5 regulations, California Community College Budget and Accounting Manual, Auxiliary Organizations Manual, and District policy; reconcile faculty load banking records and implement financial transactions; assure compliance with a variety of local, state, and federal laws, codes, and regulations, including Government Accounting Standards Board (GASB) regulations; liaison among District Fiscal Services Department management and staff; perform related duties as required; develop and maintain excellent working relationships with all College and District staff.

ORGANIZATIONAL RELATIONSHIPS

This position reports to a designated administrator. Responsible for the direct supervision of the College Budget Office staff.

DESIRABLE QUALIFICATION GUIDE

Training 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.

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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 effective and cooperative working relationships with others; interpret, apply and explain complex fiscal policies and legal requirements.