

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
JUNE 2021

**MANAGER OF BUDGET AND DISBURSEMENT SERVICES
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

GENERAL RESPONSIBILITIES

Under the direction of the Assistant Vice Chancellor of Fiscal Services, maintains responsibility for the budget, financial reporting, forecasting, analysis and other related fiscal budgetary services of the District. Coordinates the budget development, implementation and submission process for the District. Utilizes a thorough working knowledge of general budgeting processes, principles, and procedures of governmental budgeting, generally accepted accounting principles and procedures, significant cost analysis, and financial forecasting. Provides leadership and administration of the District Accounts Payable Department.

REPRESENTATIVE DUTIES

Assists in the development of administrative policies and procedures as they relate to the District budget; administers and directs the budget planning and development leading to the formulation of the tentative and adopted budget; evaluates budgetary proposals, analyzes performance, and develops alternative scenarios of the future prospects based on legislative and other revenue changes for both income and expense; Assists with the strategic budget development process over the daily budget operations and an annual calendar of analysis, forecasting, and multi-year projections; Prepares and develops analyses on various budget planning proposals; Develops decision support tools in spreadsheet format for maintaining funds and performing “what-if” calculations and analysis; Designs the budget systems and instructions for the preparation of annual and new budget plans, requests, and proposed operating budgets of individual budget administrators and/or units; Assists in the development of justification and explanatory material and strategy suggestions for annual negotiations and special request; Plans and directs internal and external reporting; acts as a liaison between the District and Federal, State, and local government agencies for interpretation of and advice on mandatory reporting requirements; Confers with the Assistant Vice Chancellor of Fiscal Services to discuss analysis of activities, costs, budgets, and forecasts to determine changes required to continue effective and efficient operations that support the District’s goals; Monitors and interprets the external environment to include legislative activities and laws affecting budget and resource analysis activities and responsibilities; develops and implements such programs, as necessary, to ensure District compliance; Directs the study of District budget proposals and makes recommendations for proposed future expenditures of the District; Conducts studies of complex budgetary operations in both computerized and manual systems, and leads others in the conduct of such work; Interviews and selects employees; Supervises, assigns, trains and reviews the work of the accounts payable department and budget analysts, plans and evaluates performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; coordinates and arranges appropriate training for subordinates; Maintains currency of knowledge and skills related to the duties and responsibilities; Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIP

This position reports to the Assistant Vice Chancellor of Fiscal Services. Responsible for the direct supervision of assigned staff.

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(CONTINUED)**

QUALIFICATION GUIDE

TRAINING AND EXPERIENCE

Bachelor's degree in Accounting, Finance, or a related field and five years of related experience including demonstrated experience analyzing and interpreting complex and confidential financial data.

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.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and methods of general accounting; Federal, State, and Local revenues and projections, laws and regulations; Budget planning and development process implementation; Forecasting analyses; Applying legislative changes and impacts to a budget; Advanced research methods and analysis techniques; forecasting analyses; Oral and written communication skills; Principles and practices of effective administration, supervision, and training; Operation of a computer and assigned software.

Ability to: Coordinate the budget development and submission process; Perform complex work within departmental policies and/or objectives; Maintain accurate and effective records of projects and the status of assignments; Communicate effectively orally and in writing, and make presentations of proposed systems to both financial and non-financial staff; Perform analyses and research; Evaluate alternatives and develop sound conclusions and recommendations; Prepare clear, concise, and comprehensive correspondences, reports, studies and other written materials; Handle confidential information and exercise independent judgment within general policy guidelines; Exercise tact and diplomacy in dealing with sensitive and complex issues and situations; Establish and maintain positive and effective working relationships with others; Provide tactical planning; Think critically and creatively; Organize complex projects or activities that are interdepartmental in scope; Be open to change and new methods in the assigned area of responsibility; Step in and provide back-up support in critical functions to meet and cover staff vacancies and absences; Be well organized, flexible, and manage multiple projects simultaneously; Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.

Board Approval Date: _____