

DIRECTOR/AUXILIARY SERVICES

CLASS SUMMARY

Responsible for planning, organizing and supervising the operations of the college bookstore and Student Business Office; supervises the accounting for all Associated Student Body financial activities; collects all miscellaneous cash income accounts for both district and Associated Student Body accounts; prepares bank deposits; supervises the district cash control operations.

REPRESENTATIVE DUTIES

Keeps abreast of current and effective methods of college bookstore, Student Business Office, and food services operations, including data processing techniques used in fiscal management and good office procedures and practices; develops and recommends policies and procedures for Auxiliary Services and cash control; submits such recommendations to the Vice Chancellor of Business Operations and Fiscal Services; prepares the annual budget for Diversified Student Body funds in cooperation with Vice Chancellors, Student Affairs staff and students; prepares all transmittal documents for the diversified, adult, and Associated Student Body fund accounts as necessary to interface with Information Technologies Services in the establishment of an annual budget; maintains general ledger accounts and balances monthly to computer reports of subsidiary income and expenditures accounts; assigns, trains, supervises, and reviews work of Auxiliary Services staff and Bookstore Manager; evaluates staff under his/her direction and proposes advancements, dismissals, and changes in assignment; works with other staff members regarding textbooks and other instructional supplies ordered through the bookstore; works with all staff who handle cash to develop sound fiscal procedures and to assist them in understanding the need for accountability in cash transactions; projects personnel and equipment needs for Auxiliary Services and advises the Vice Chancellor of Business Operations and Fiscal Services of his/her recommendations; develops funds for utilization of Associated Student Body funds in cooperation with the Dean of Student Affairs; supervises all accounting activities in regard to the college bookstore, Diversified Student body accounts, Adult Student body funds, college clubs and registration, including the deposit of funds, signing of checks, reconciliation of bank statements, monthly financial reports, bad check follow-up, and initiation of transcript holds on student records; maintains inventory records for the bookstore; supervises the sale of student and staff parking permits and maintains adequate records pertaining thereto; maintains all records and submits all reports as required (i.e., sales tax, retirement, etc.); prepares and submits profit and loss statements and other financial reports as required or requested; reviews work to be done, including payroll and accounting deadlines and establishes schedule to ensure compliance; arranges for part-time help to cover peak periods such as registration; supervises the Student revolving Loan Fund and maintains all records pertaining thereto; supervises ticket sales for athletic or special events, and accounts for all financial transaction provides for the in-service training of all full-time, part-time and student help who are assigned to his/her areas of responsibility; supervises registration, collection and reporting of fees; performs other duties as assigned.

DIRECTOR/AUXILIARY SERVICES (continued)

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Vice Chancellor of Business Operations and Fiscal Services and may act as liaison with other Vice Chancellors, the Dean of Student Affairs, students and other staff members when necessary.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training and/or experience equivalent to four years of college-level courses and two years experience in a supervisory or administrative position including progressively responsible bookkeeping or accounting and administrative duties.

Knowledge and Abilities

Broad knowledge of accounting and bookkeeping principles and procedures and computer skills (i.e., Quattro Pro, spreadsheets, Lotus, etc.). Personal characteristics necessary for working with college faculty, staff, students, and the community.

Ability to: plan and design management information systems relative to the use of computerized technology; establish good community relationships.

