



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### **BUSINESS OPERATIONS ANALYST**

A Classified Professional Position  
Grade 195S – Salary Schedule 40

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#### **A. General Statement**

This is professional work at the action level involved in the analysis, maintenance and auditing of college accounts and projects. The employee analyzes and prepares financial reports and records of revenues and expenditures; provides accounting advice to the CBO and senior account technicians and support staff; communicates results of financial analysis to CBO and management, makes recommendations for appropriate action and identifies problems and implements solutions. The Business Operations Analyst also provides professional accounting work at the action level involved in the analysis, tracking, maintenance and auditing of all funds, accounts and projects for the college.

Under Supervision, the Business Operations Analyst position is responsible for administrative management and carrying out technical responsibilities involving a variety of business operations for the College of San Mateo with established standards and practices. This includes performing complex and detailed accounting work relating to auditing, processing, and maintaining manual and online employee payroll and related employment records for classified hourly payroll; administering, coordinating, and tracking the College's business contracts including Independent Contracts; and insuring appropriate insurance program standards are applied to business contracts; oversees procurement card program for the college.

Public contact is extensive, and involves faculty, staff, students, vendors, contractors, outside educational institutions, governmental, funding and compliance agencies, students and the general public, for the purpose of exchanging technical, policy and other information. A high degree of independent judgment and creativity are required to maintain, select and analyze financial data in order to make original recommendations and to resolve a variety of minor and potentially major problems that occur. Consequences of errors in judgment can be costly in employee time, public relations and/or institution funding; however, administrative controls limit the risk of serious consequences. A Business Operations Analyst can direct the work of accounting, paraprofessional, clerical and other staff as assigned.

#### **B. Duties & Responsibilities**

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of

duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges technical information with College and District staff, legal counsel, other educational institutions regarding College and District budget and financial records, reports, audits, policies and procedural changes; drives a motor vehicle to off-site locations to attend meetings, workshops and other events to exchange current information;
2. Under supervision prepares and examines budgets, expenditure reports, financial statements, budget variances and reports of historical trends for regular college budgets and for specially funded project directors, management, and Federal, State and local granting agencies;
3. Plans, coordinates, implements and evaluates complex accounting projects and performs analytical tasks as assigned by management; provides technical expertise, advice and direction to college personnel and specially-funded accounting and support staff; serves as liaison and support to College business operations;
4. Conceptualizes, researches, analyzes, compiles and communicates financial, contractual, statistical, and other data for the completion of special and regular reports, presentations, and other matters; for grants assists project directors in researching, planning, writing, submitting, evaluating and managing applications for special funding; tracks and monitors funding requirements, agency reviews and timelines of various grant applications and other requested funding;
5. Monitors purchase requisitions for compliance with regulations of the District and outside funding agencies; prepares and reviews budget transfers; prepares year-end accruals and serves as liaison to auditors to assure an accurate and successful annual audit; monitors and interprets Federal, State and local regulations and guideline and assures compliance with requirements; updates and revises procedures as necessary;
6. Receives and reviews business contracts from College departments for correct compliance; Ensures use of appropriate District contract form(s) to minimize exposure to risk and liability; Facilitates execution of agreements and forwarding of executed agreements to proper parties through required approval process;
7. Obtains and reviews external certificates of insurance and endorsements for all college events;
8. Manages information exchanged among college staff and others regarding payroll matters such as monthly and manual payroll documentation, temporary and regular employee payroll files, pay rate and work hour adjustments, overpayments and amounts due, retirement system enrollment and reporting, voluntary and mandatory deductions, salary calculations, bank reconciliations, and other related matters, as well as to provide and/or interpret operating policies and procedures;
9. Reviews outcome of monthly and manual payroll processing, including information from college staff collecting, auditing, and verifying accuracy of source documents related to employee files and compensation;
10. Uses spreadsheets and a variety of other computer software to compose and prepare correspondence, memoranda, report narratives, research summaries, reports, recommendations, procedure manuals, surveys and other materials;

11. Sets up, maintains and retrieves file data related to budget history, operational and fiscal trends, expenditure projections, audit recommendations, grants, and other information;
12. Trains, supervises and evaluates the work of accounting and support staff; schedules, coordinates and monitors the work of other, outside staff on special projects as assigned;
13. Reviews, edits and audits forms, applications, fiscal and other reports, evaluations, contracts, agreements, requests for services, and other materials for accuracy and timeliness;
14. Performs other related duties as assigned.

**C. Requirements**

1. Bachelor's degree in accounting, business administration, or a closely related field
2. Successful work experience of increasing responsibility that has included financial analysis and reporting, project budgeting, planning and design, use of spreadsheet, database, presentation and other software to compose and design reports; training, directing and coordinating the work of others
3. Extensive public contact with people at various levels within an organization who are diverse in their cultures, language groups and abilities
4. Demonstrated skills in effective oral and written communication, including public speaking and persuasive communication
5. Possession of a valid California Drivers' license (or the ability to obtain one) and have the ability to drive a motor vehicle.

**D. Physical/Other Requirements**

This classification requires creativity, multi-level tasking, attention to detail and organization of financial data, listening, individual to large-group communication, persuasion, good memory, tact, patience, flexibility and the ability to drive a motor vehicle to off-site locations in order to perform the essential functions.

**E. Knowledge, Skills & Abilities**

1. Knowledge of generally accepted accounting and auditing principles, practices and procedures.
2. Knowledge of State Education Code, State Budget and Accounting policies and other applicable regulations.
3. Knowledge of grant and categorical funding resources available to institutions of higher education.
4. Knowledge of financial analysis and research procedures; skill in designing, developing, evaluating and monitoring financial systems.
5. Skill in the development and use of a variety of spreadsheet and other software instruments to conduct financial analysis and prepare reports.
6. Skill in planning, organizing, and coordinating the work of accounting and support staff, technical resources and other staff from various constituencies and levels within the organization.
7. Skill in training, directing and evaluating the work of others.
8. Skill in oral and written communication, including public and persuasive speaking.
9. Ability to communicate effectively with people of diverse cultures, language groups and abilities.
10. Ability to strategically-plan, organize, prioritize and implement multiple-tasked projects with similar timelines and anticipated outcomes.

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