



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

COLLEGE BUSINESS OFFICER

A Classified Supervisory Position (Exempt)
Grade 192E – Salary Schedule 35

A. General Statement

The College Business Officer position has professional responsibilities involved in planning, organizing, coordinating, and management of the College's fiscal services functions, including budgeting, budget development, accounting, payroll, auditing, finance and a variety of business services. Under direction of the Vice President of Administrative Services, the position is responsible for monitoring the college budget and business operations with established standards and practices, as well as for implementing processes designed to account for the expenditure, control, compliance in the use of, and audit of college funds. The College Business Officer is responsible for completion of a wide variety of required reports and for the supervision of key college business services and support staff. In addition, the employee ensures preparation, analysis and review of financial reports; ensures appropriate internal controls; and develops and implements policies and procedures in accordance with State and federal laws and regulations governing the fiscal transactions of a community college district. Public contact is extensive, and involves staff, students, vendors, contractors, outside educational institutions, businesses and community representatives, and governmental agencies for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to resolve minor and major problems that arise. Consequences of errors in judgment could be costly in employee time, public relations and money; however, administrative and policy controls limit the risk of serious consequences. The College Business Officer can direct the work of paraprofessional, clerical and other staff, and student assistants 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. Plan, organize, coordinate and direct the College's budget development process
2. Develop and implement procedures, timelines and formats related to budget preparation and maintenance
3. Maintain appropriate controls on expenditures and income and advise executive management of budgetary issues and concerns
4. Prepares and distributes budget documents to college divisions and departments
5. Implements budget model changes
6. Reviews and prepares draft and final budget documents for the District
7. Reviews and analyzes budgets for over expenditures and lack of revenue

8. Direct the timely preparation of College payrolls for full-time and part-time classified and academic staff in accordance with established schedules, District policies, State laws and pertinent collective bargaining agreements
9. Work with senior management to prepare financial projections using accepted forecasting techniques and procedures;
10. Prepare comprehensive recommendations and reports relative to the College's financial position
11. Plans, organizes, schedules, assigns and supervises the work of classified business office staff in accounting, budgeting, payroll, cashiers, execution of contracts, and facility rental
12. Exchanges information with staff, students, auditors, vendors, contractors, outside educational institutions, governmental and compliance agencies, community and business representatives, and other jurisdictions, concerning policies and procedures related to College and District finance, budget development, payroll, contracts, audits, reports and other matters
13. Confers with senior management staff to strategically plan finance and budget projections, expenditures, long-range goals, compliance and reporting requirements, use of facilities, staffing needs, grant applications and procedures, and a variety of other college business services
14. Drives a motor vehicle to off-site locations to attend meetings, workshops and other events and exchange current information about college business and related operations
15. Makes presentations to senior management and other groups concerning fiscal, business and operational matters
16. Trains, supervises and evaluates the work of staff in a variety of central college business
17. Makes recommendation for staffing, timelines and workflow
18. Plans, implements and evaluates training, orientation and related activities for staff on topics such as budget planning and prioritization, budget development, expenditure/cost control, uses of a database, report formatting, grant applications and other subjects
19. Meets with and coordinates departmental and other staff in planning tasks, timelines, procedures and other facets of special and regular projects, and reports
20. Researches, compiles data for, analyzes, formats and presents complex statistical, financial, budgetary, demographic and other reports to senior management and other staff as assigned
21. Uses spreadsheets and a variety of other computer software to compose and prepare correspondence, memoranda, report narratives, research summaries, procedure manuals, surveys, grant application data and other materials
22. Performs complex data analysis
23. Makes special and regular reports and presentations on college expenditures and revenues, enrollment and related costs, contracts, facilities usage, student and other organizational accounting, and other fiscal and business matters
24. Prepares materials and various financial schedules for and coordinates with independent auditors
25. Reviews, edits and audits forms, applications, fiscal and other reports, evaluations, contracts, agreements, requests for services, and other materials for accuracy and timeliness;
26. Sets up, maintains and retrieves file data related to budget history, operational and fiscal trends, expenditure projections, audit recommendations, grants, funding agencies, and other information
27. Performs other related duties as assigned

C. Requirements

1. Bachelor's degree in accounting, business administration, finance or a closely related field
2. Successful work experience of increasing responsibility in budgeting, accounting, business administration or a closely related field
3. Experience in the coordination of workloads with people at various levels within an organization
4. Skill in complex data research, analysis and reporting
5. Skill in the use of spreadsheets and a variety of computer software to compose and prepare data analysis, reports, summaries, correspondence and other materials

6. Extensive public contact with people of diverse cultures, language groups and abilities
7. Demonstrated skills in written and oral communication, including public speaking
8. Skill directing the work of others
9. Skill in project planning, implementation and evaluation
10. Possession of a California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-campus locations

OR

An equivalent combination of education and experience

D. Preferred Qualifications

Possession of a CPA license and/or Master's degree is preferred

E. Physical/Other Requirements

This classification requires attention to detail; multi-tasking; work under deadline pressures; visual comparison; detailed mathematical and other data analysis to draw conclusions; public speaking to small and large groups; patience, tact, flexibility, adaptability; driving a motor vehicle to off-site locations; and manual dexterity; in order to perform the essential functions.

F. Knowledge, Skills & Abilities

1. Knowledge of the goals, objectives, and business linkages of the college to District fiscal and business policies and procedures
2. Knowledge of basic accounting, finance and budgeting principles and practices, including fund accounting
3. Knowledge of the techniques of budget planning, monitoring, compliance, assessment and reporting
4. Skill in supervising and evaluating the work of others
5. Skill in oral communication, including public speaking
6. Skill in written communication.
7. Skill in communicating effectively with people at various levels within an organization
8. Skill in communicating respectfully, sensitively and effectively with people who are diverse in their cultures, language groups and abilities
9. Skill in establishing and maintaining efficient and effective work teams
10. Ability to multi-task and organize complex, multi-faceted workloads, with attention to detail and timelines

(3/2015)