

## **BUSINESS SERVICES SUPERVISOR**

### **DEFINITION**

Under the direction of the Vice President of Administrative Services, plan, organize, control and direct college business services.

### **TYPICAL DUTIES**

Plan, organize, and direct the activities of college business services for assigned college (includes main campus and educational centers); plan and direct accounting and budgeting matters; maintain control of college appropriations in accordance with adopted budgets. Authorize, monitor and control expenditures to assure appropriate budget administration; organize, direct and monitor the purchasing processes. Establish, implement and monitor appropriate internal controls over accounting procedures, inventory and cash handling. Coordinate such activities with other college departments and district business and fiscal offices. Direct the billing, collection, deposit and coding of student fees and refunds, and control appropriate accounts and records. Administer, disburse, control, and reconcile inventories of student universal transportation passes; document procedures, coordinate, and train college departments on distribution of universal transportation passes. Initiate and oversee processes for disbursement of financial aid payments. Establish, implement and monitor college detailed accounts and records involving the collection, disbursement, accounting, and reporting of instructionally-related, Trust, Agency, Foundation, and Enterprise funds including the issuance and collection of student loans, financial aid grants, financial repayment debt, external agency scholarships, and revolving funds. May act as authorized signer on college bank accounts. Supervise and collaborate on the development and use of computerized financial systems, including but not limited to student administration, cashiering, web-based payment and sales, and financial aid systems. Use management information tools, including personal computer applications and web-based financial and reporting tools; analyze and recommend changes to business services software applications and programs. Coordinate business services technology improvements with college and district information technology staff. Develop and supervise the provision of technical assistance for college staff in the use and application of financial accounting and reporting systems, including authorizing staff access. Develop and supervise in-service programs for college staff related to business services and administrative procedures; coordinate with district staff workshops for college staff on district financial and business policies. Assist with managing the utilization of full- and part-time classified staffing of the college, including grants and special programs. Communicate, investigate and resolve issues with the District Office in matters pertaining to budget, accounting, purchasing, fiscal services, payroll, employee benefits, and information technology. Supervise the preparation of the annual college budget, coordinating with administrators and other involved personnel. Coordinate and monitor operating budgets of the college's grants and special programs; initiate/review and approve budget and expenditure transfers, accounting entries and transactions to assure conformance with program requirements; monitor and facilitate preparation of external financial reporting requirements for grants and special programs. Train and advise college administration and staff on budgetary, accounting, compliance matters, district policies & regulations, and governmental statutes. Participate on a variety of college and District committees representing the college. Maintain college investment records in the Local Agency Investment Fund, local depositories and other investment instruments as established under district investment policies. Develop and prepare related investment reports. May develop and monitor preparation of the college's financial reports. May be assigned responsibility for the college's community service program. May be assigned responsibility for college alarm system and key inventory management. Train, supervise and evaluate the performance of assigned staff. Perform other duties as assigned.

## **QUALIFICATIONS**

### **EXPERIENCE**

Four years' of experience, including one year of experience in a lead or supervisory capacity, in financial record keeping.

### **EDUCATION**

Bachelor's degree from an accredited institution in accounting, business administration or related field.

### **KNOWLEDGE OF**

Accounting and auditing principles, practices and procedures, including governmental accounting, GASB, GAAP and internal controls; federal and state regulations including the California Education Code; California Community Colleges Budget and Accounting Manual; legal reporting requirements; preparation, review and control of highly complex and responsible technical and financial records; financial analysis and projection techniques; computer applications and management information systems; preparation of financial statements and comprehensive accounting and management reports; budget preparation, control, and revenue projections; principles and practices of effective supervision and training; interpersonal skills using tact, patience and courtesy; effective oral and written communication skills.

### **ABILITY TO (ESSENTIAL FUNCTIONS)**

Perform the basic functions of the position; plan, organize and perform professional-level budget, accounting and auditing duties; perform complex and responsible analytical studies; prepare and analyze comprehensive financial reports and prepare forecasts and formulate recommendations for action; accurately analyze, interpret, apply, and explain laws, policies, regulations and fiscal data; prepare financial statements, profit and loss statements and other technical financial reporting documents; plan, organize, prioritize and supervise the workload of assigned areas of responsibility; use computer applications for accounting processes; maintain current knowledge of program rules, regulations, requirements and restrictions; maintain current knowledge of technological advances in accounting and business management; analyze situations accurately and adopt effective courses of action; meet schedules and timelines; supervise the work of others; work cooperatively with the public, students, faculty and staff; work independently with minimum direction; work as a member of a team; sustain regular work attendance; exercise initiative and good judgment.