



Job Classification Description

**Assistant Business Manager/CCV
NON-BARGAINING UNIT**

**Grade 15
EXEMPT**

BASIC FUNCTION

To assist the College's chief administrative/financial officer in directing and coordinating all assigned administrative functions of the institution, with a principal focus on central accounting system management, internal audit functions, financial reporting, oversight of administrative support services as assigned and supervision of related staff.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer or oversee, coordinate, monitor and evaluate the specific functions, systems and services of all assigned areas of responsibility, including operating policies, procedures and methods. Play a key role in developing, modifying systems/services in accordance with institutional needs and objectives, as well as government regulations and other external economic conditions.
- Exercise full supervisory authority, directly and indirectly, over six to eight staff members. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and review work, resolve problems and the like.
- Supervise daily accounting operations, including payables, receivables, collection, and payroll. Investigate and resolve a variety of problems that arise on a daily basis. Review and approve major or unusual transactions.
- Monitor all accounting functions regularly, as part of an on-going internal audit process to ensure adherence to established accounting procedures and principles. Prepare year-end audit schedules for college operating funds and financial aid funds. Coordinate and serve as a principal liaison in connection with year-end audits by VSC and external auditors.
- Supervise/carry out a full range of professional accounting tasks, such as account reconciliations, preparation of regular and special financial reports, including reports to various government agencies and other external agencies and organizations, preparation of annual financial statements, various cash management functions, and the like.
- Plan and implement appropriate accounting and related business office records security and retention policies and procedures.

- Assist in the development and on-going administration of the College operating budget.

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- Keep abreast of changes in tax regulations and other government requirements and guidelines, and modify/recommend modifications of College accounting policies/procedures/systems to ensure compliance.
- Confer regularly with the Dean of Administration and other College and VSC personnel to plan, coordinate and evaluate activities/systems/policies, exchange information, investigate and resolve problems.
- Serve on various College committees. Perform a variety of liaison functions with Chancellor's Office financial staff.
- Deal regularly with and represent the College to a variety of financial institutions, government agencies, external auditors, vendors and other outside the College.

SUPERVISION RECEIVED

Direction is received from the Dean of Administration.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect of six to eight employees.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, finance, business or other appropriate discipline with advanced degree desirable, plus five to seven years of relevant technical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad and in-depth knowledge related to accounting, budgeting and auditing functions, with fund accounting experience in a non-profit organization desirable.
- Knowledge of accepted principles, current issues, new developments and best practices in accounting in higher education.
- Ability to leverage technology extensively while carrying out responsibilities.
- Strong planning, administrative and budget management skills.
- Strong analytical and problem-solving skills.
- Ability to deal effectively with and represent the College to a wide range of individuals/organizations within and outside the College.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties,

responsibilities and qualifications of individual positions assigned to the classification.