



VERMONT STATE COLLEGES

Job Classification Description

**BUSINESS MANAGER/CCV
Non Bargaining Unit**

**Grade 16
Exempt**

BASIC FUNCTION

To manage and coordinate business and financial activities of CCV; to develop, monitor and modify related policies and procedures, and supervise and/or act as facilitator to business office personnel.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, coordinate, monitor, and evaluate the specific services and activities of all assigned financial and business management functions, including operating policies and procedures. Develop and modify policies/procedures/systems in accordance with institutional needs and objectives, as well as government regulations.
- Exercise full supervisory authority, directly and indirectly, over 10 to 14 office staff members. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, resolve problems, and the like. Plan staffing needs.
- Monitor all delegated accounting and other business office operations regularly, dealing with a variety of problems that arise on a daily basis. Review and approve major or unusual transactions, key internal and external reports, and the like.
- Oversee and coordinate business operations between the main office and the twelve offices located throughout the state, including revenue collection, custody and disbursement of all funds and management of all approved financial resources.
- Coordinate in the annual budget development process for all restricted and designated funds and some of the general operating fund, monitor budget to actual expenditures, prepare various budget analyses, consult with grant/program managers on budget management strategies, prepare and document budget adjustments caused by revised projections.
- Perform a variety of grants and contracts financial management tasks, including preparation of proposal budgets, negotiation of direct and indirect cost recovery rate, creation of new general ledger accounts. Confer regularly with the grant program directors to ensure proper grant accounting. Oversee requests for cash advances, review expenditures, plan and prepare appropriate financial reports to funding agencies.
- Ensure the overall integrity of the accounting operation, maintain internal controls and in-house auditing systems.

- Prepare, analyze and present various accounting/financial reports on routine business cycle and special project status to college management, provide related information to groups both inside and outside the college.
- Oversee the negotiation and procurement of goods and services. Analyze, solicit and/or review competitive bids to maximize cost savings. Perform comparative cost analyses for new versus existing practices.
- Play a key planning role in the preparation of a multi-year equipment usage depreciation schedule. Forecast future equipment needs.
- Confer regularly with senior CCV and VSC administrators, CCV students, and a wide range of CCV personnel/offices to plan, coordinate and evaluate activities/projects/systems/policies, exchange information, investigate and resolve problems, provide technical advice and assistance, and so forth.
- Consult frequently with federal funding and regulatory agencies, financial institutions, vendors, and others outside the college regarding CCV financial and business affairs.

SUPERVISION RECEIVED

Collaborate with the Dean of Administrative Services.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect, of 10 to 14 staff members.

MINIMUM QUALIFICATIONS

Bachelors degree in business, finance, or other appropriate discipline with CPA or MBA preferred, plus seven to ten years of accounting experience and two years of fund accounting experience, preferably in higher education, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good understanding of higher education business operations and federal/state grant and contract funding mechanisms.
- Broad base of relevant technical knowledge and skills related to accounting and financial management systems, with some fund accounting/non-profit experience desirable. Some relevant experience in the design, implementation and maintenance of automated accounting and financial management systems.
- Excellent planning, administrative, organizational, personnel and budget management skills.
- Ability to deal effectively with and represent the College to a wide range of College personnel, vendors, funding agencies, banks and others, including the ability to negotiate effectively.

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.

