



Job Classification Description

**Director of Budgets and Finance/CSC  
Non Bargaining Unit**

**Grade 16  
Exempt**

**BASIC FUNCTION**

To manage and coordinate business and financial activities for the College; to develop, monitor and modify related policies and procedures; to supervise and oversee personnel and work within the Student Services Department, and Accounts Receivable and Accounts Payable functions of the College.

**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.
- Supervise staff members and activities of the Student Services Center. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and review work, perform annual evaluations, resolve problems and the like.
- Supervise staff members and activities of the Accounts Receivable and Accounts Payable functions of the College. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and review work, perform annual evaluations, 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.
- 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.
- Plan and implement appropriate accounting and related business office records security and retention policies and procedures.
- Prepare, maintain and implement budget information and schedules for budget preparation process, plan for both revenue and expenses; recommend corrective actions as appropriate.
- 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.
- Advise President and Dean of Administration on key strategic financial issues facing the College
- 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 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 administrative, financial planning, financial analysis, and budget management skills.
- Strong analytical, problem-solving and strategic thinking skills.
- Supervision skills with related experience in interpersonal and effective communication.
- 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.**

08/07