



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Director of Business Services		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	40		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Associate Vice President of Business Services or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Director of Business Services plans, organizes, and directs the District's Business Office and Payroll department operations. Manages and performs accounting, purchasing, and budgeting activities. Under direction of the Associate Vice President of Business Services, guides the District's annual budget development process including analyzing trends, projecting expenses, recommending allocations, monitoring expenditures, and recommending adjustments. Develops, implements, and revises internal controls over accounting procedures, inventory, and cash handling. Employees in this classification receive minimal supervision within a framework of standard policies and procedures. Employees in this classification train, coordinate, supervise, and formally evaluate the work of assigned employees. This job class exercises responsibility for the planning, assigning, and supervising of the work of Business Office and Payroll personnel. This job class functions at a full supervisory level of classification, is overtime exempt, and requires effective organization, problem-solving, and decision-making skills.

TYPICAL DUTIES

Essential Functions:

- Plans, organizes, and supervises fiscal operations of the District's Business Office and Payroll Department, ensuring compliance and timely and accurate processing of transactions and payroll.
- Develops and implements new or revised District accounting and fiscal policies and procedures; directs and prepares regular and special fiscal reports ensuring accuracy and compliance; prepares a variety of detailed and complex analytic and informational reports.
- Develops and implements controls for fiscal accountability; provides strategic guidance to administrators and other District personnel on established business processes.
- Under direction of the Associate Vice President of Business Services, coordinates budget development, allocation, and monitoring with District department and division supervisors and staff.
- Provides oversight and direction for expenditure and purchasing processes for all District departments and divisions and directs Business Office staff in performing technical

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functions within the District's financial management and accounting policies and procedures.

- Directs billing, collection, deposit, and coding of student fees and refunds, controls related accounts and records to ensure legal compliance, accuracy, and timely processing.
- Balances assigned District bank and investment accounts; reviews bank reconciliations prepared by others; reconciles District accounts with the County Auditor and Treasurer; reviews documentation and prepares electronic banking transactions with the County and other banks.
- Reviews and approves District purchase orders, ensuring the proper account coding and verifying supporting documentation; supervises accounts payable ensuring the proper coding, authorization, and timely issuance of warrants to vendors.
- Plans, organizes, and directs Payroll Department operations and functions to ensure timely, accurate, and efficient payroll processing and payment.
- Analyzes, prepares, and reviews data for financial reports; prepares and monitors development of required reports; analyzes monthly general ledgers; prepares journal entries for District; reviews, approves, and posts journal entries prepared by staff; and performs technical accounting functions to close books at the District's fiscal year end.
- Prepares monthly cash reports, quarterly 311, annual 311, and enrollment revenue reports for the Board of Trustees; ensures compliance with State and District financial reporting policies and procedures.
- Analyzes and recommends technology and automation applications to increase efficiency, effectiveness, and security of District financial operations.
- Serves as a resource to outside agencies, assigned personnel, other district employees, and students to provide information and research and resolve issues; provides and/or coordinates training for Business Office procedures to all financial system users.
- Plans and organizes tasks for maximum effectiveness and efficiency; coordinates assignments with staff; assigns work to facilitate the continuous workflow of the Business Office and Payroll Department.
- Develops and maintains a cross-training program for accounting staff to ensure continuity of operations, appropriate coverage, and back-up for all functions within the Business Office and Payroll Department.
- Assists in selecting permanent staff; training, developing, supervising, and evaluating assigned personnel; recommending disciplinary action as necessary; providing technical direction and guidance; resolving technical problems and/or procedural questions; monitoring and reviewing staff work for accuracy and compliance with district policies, practices, and procedures; preparing written performance evaluations for staff; and counselling and advising staff.
- Remain current on all laws, regulations, policies, procedures, and effective business practices impacting the recording and reporting of financial data for District funds and provides strategic input to District administration.
- Performs other related duties as required and assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Detailed governmental accounting, auditing, budgetary, and fiscal procedures for a public fund accounting agency.
- California Community College Chancellor's Office Budget and Accounting Manual

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- Auditing and inventory control procedures, business law, risk management, and financial and research procedures.
- Principles and practices of institutional support services including business services, payroll, and food services.
- Laws, codes, and regulations governing community college accounting, budgeting, and purchasing practices and methods.
- Principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline, employee selection and development.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Ability to:

- Analyze financial and accounting data and prepare fiscal reports in accordance with established accounting regulations and standards.
- Learn, interpret, and successfully apply District policies, procedures, rules, and regulations.
- Analyze problems, determine effective solutions, and take independent action to achieve desired results.
- Research and analyze information and data, make recommendations, and prepare and present clear and concise reports.
- Apply, interpret, and explain applicable policies, procedures, and regulations for a wide variety of stakeholders.
- Communicate effectively, orally and in writing.
- Complete routine mathematical calculations quickly and accurately.
- Develop, implement, supervise, and revise work and task schedules to consistently meet established timelines.
- Operate standard office equipment and computers and learn and use software applications such as Microsoft Office programs, Access, Colleague, and other programs.
- Organize, direct, and evaluate the work of others.
- Prepare clear, accurate, and timely financial statements and reports.
- Plan, direct, and manage daily staff activities in a financial services and accounting office.
- Establish, organize, and maintain confidential files, records, and information.
- Provide guidance and direction on a wide variety of financial and accounting related policy and legal compliance matters.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
- Work independently with little or no supervision.

QUALIFICATIONS*Education Required:*

- A Bachelor's degree from an accredited college or university in accounting or a closely related field.

Education Preferred:

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- Master’s Degree in accounting or closely related field and/or certification of registration as a Certified Public Accountant.

Experience Required:

- Three years of increasingly responsible professional accounting experience.
- One year of successful experience supervising, directing, and/or evaluating the work of others.
- Demonstrated cultural humility and ability to work successfully with the diverse academic, socioeconomic, and ethnic backgrounds of community college students, faculty, and staff.

Experience Preferred:

- Two years of experience supervising accounting and payroll operations and staff
- Three years of detailed accounting, budgetary, and fiscal procedures for a California Community College district.
- Three years of auditing experience.

APPROVALS

Date Created/Revised:	April 2020
Cabinet Reviewed:	April 2020
Board Approved:	May 13, 2020

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)