



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

POSITION TITLE:	Associate Vice President 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:	60		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Assistant Superintendent/Vice President of Administrative Services or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general direction of the Assistant Superintendent/Vice President of Administrative Services, the Associate Vice President of Business Services (AVP of Business Services) provides strategic leadership for the development of long-term goals, policies, and procedures for the District’s Business Services Department. The AVP of Business Services plans, organizes, and supervises the daily activities of the Business Services Department, including accounting, accounts payable, accounts receivable, payroll, purchasing, budget preparation and analysis, contracts, Food Services, and the Bookstore. The AVP of Business Services works closely with constituent groups in the development of policies and procedures related to fiscal operations and works in coordination with other departments to monitor all financial transactions and activity. Employees in this position establish and maintain strong working relationships with faculty, academic deans, administrators, staff, students, and community stakeholders; develop strategic plans in assigned areas; advocate for and promote assigned programs and services; and may serve as a member of the Superintendent/President’s Cabinet. Incumbents are responsible for hiring, training, assigning, scheduling, supervising, and formally evaluating classified and confidential staff. Employees in this classification supervise reporting managers and supervisors. This job class functions at a senior program management level within a broad framework of laws, regulations, policies, and procedures. This is an administrative, overtime exempt position.

TYPICAL DUTIES

Essential Functions:

- Plans, directs, coordinates, implements, supervises, promotes, and administers the District’s financial accounting, reporting, and budgeting operations; accounting control over assets, liabilities, revenues, and expenditures; and compliance with applicable laws, regulations, policies, and procedures.
- Approves and signs revolving checks, warrant registers, banking transfers, purchase orders, and contracts.

POSITION DESCRIPTION

POSITION TITLE: Associate Vice President of Business Services

- Leads and supervises institutional support functions of the District including Business Services, Contracts, Food Services and the Bookstore.
- Plans, organizes, and directs the preparation of the District's annual budget. Prepares budget allocations, projects revenues, and monitors allocations against actual expenditures, proposing budget adjustments as necessary.
- Develops, implements, and oversees contract, bid, and procurement processes compliant with state regulations.
- Trains and supervises Business Services Department staff in revenue and expenditure accounting and budgeting control and proper disbursement of funds for materials, services, equipment, and equipment inventory.
- Develops, organizes, prepares, and maintains accurate, periodic budget and financial statements, reports, and records of the District's income and expenditures in compliance with all District, county, state, and federal requirements.
- Provides financial, statistical, and analytical analyses to assist administration in the formulation of new policies and planning or revision of programs.
- Collaborates in the preparation of attendance reports, claims, and invoices to ensure appropriate funds accrue to the District from various state, federal, and local funding sources.
- Oversees year-end activities for the proper closing of the District's records for annual audit and year-end fiscal analyses.
- Manages District investments in accordance with District policies and legal requirements, analyzes cash flow for investment and financing opportunities.
- Coordinates with external auditors, including federal and state auditors, implementing recommendations relative to accounting practices.
- Confers with, advises, and counsels District staff concerning unusual or unforeseen budget problems, recommending proper course of action and timely alternative solutions.
- Formulates and recommends policies and procedures to achieve greater efficiency and system control.
- Reviews and coordinates the processing of insurance claims and District contracts, excluding personnel and construction contracts.
- Directs and supervises the work of others; reviews, approves, and conducts performance appraisals; directs and participates in the selection, training, and development of staff; administers employment contracts; orients and informs staff of District policies and departmental operating procedures.
- Maintains currency with all laws, regulations, policies, procedures, and practices affecting the recording and reporting of financial data for District funds. Assists the Vice President of Administrative Services and administration in ensuring fiscal regulations and procedures are followed.
- Serves on and participates in a variety of internal and external committees and organizations, at the local, regional, and state-wide levels. Represents the District at

POSITION DESCRIPTION**POSITION TITLE: Associate Vice President of Business Services**

related state-wide policy meetings and conferences. Maintains active participation and membership on local and State-wide boards as a representative of the District.

- Performs other related duties as required or assigned.

EMPLOYMENT STANDARDS*Knowledge of:*

- Detailed governmental accounting, auditing, budgetary, and fiscal procedures for a public fund accounting agency.
- Auditing and inventory control procedures, business law, risk management, and financial and research procedures.
- Principles and practices of institutional support services including business services, food services, bookstore, and contract management.
- 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:

- Effectively manage and supervise the accounting, payables, and capital asset inventory.
- Prepare and present effective reports, recommendations, and correspondence.
- Develop and implement detailed and legally compliant budget, accounting, and fiscal procedures.
- Analyze complex problems, identify potential solutions, evaluate alternatives, recommend effective courses of action, and take independent action for successful results.
- Direct, supervise, and formally evaluate the work of managers, supervisors, and other staff members.
- Facilitate organizational development and change through effective collaboration with diverse participants
- Communicate effectively, orally and in writing.
- Exercise tact, diplomacy, and good judgement in all stakeholder interactions.

POSITION DESCRIPTION

POSITION TITLE: Associate Vice President of Business Services

- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and ability backgrounds.
- Work with personal computers in an accounting environment, including spreadsheet software.
- Work independently while receiving only strategic direction.

QUALIFICATIONS

Education Required:

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

Education Preferred:

- 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, which includes at least two years of experience in an accounting supervisory/managerial capacity.
- Three years of successful experience supervising, directing, and evaluating the work of direct report employees
- 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:

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

APPROVALS

Date Created/Revised:	12/2019
Cabinet Reviewed:	12/2019
Board Approved:	1/15/2020

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)