

September 2018
FLSA: Exempt
SALARY: U

CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE CITY COLLEGE, RCCD
DIRECTOR, COLLEGE BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Vice President of Business Services, provides leadership in maintaining the quality, administration and maintenance of the college budget development, budget control, financial and cash operations. This position will provide leadership in formulating and maintaining sound college budget practices by ensuring compliance with applicable statutes, regulations, internal control procedures, and District/College policies and processes.

PROVIDES WORK OR LEAD DIRECTION TO:

Provides work direction and supervision to assigned college personnel.

REPRESENTATIVE DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Ensures appropriate budget and financial management including planning, coordination and supervision over the Colleges' budget development and budget control processes, and college's position control system.
2. Assists in the development and preparation of the College's annual budget in accordance with District budget allocation principles, methodologies, and Colleges' strategic plans.
3. Performs comprehensive and complex budget analysis, projections, and reporting; provides recommendations as appropriate to assure compliance with College and District financial goals and objectives.
4. Coordinates the development and analysis of specifications, bids, and quotes for services, as well as analysis in coordination with District and College personnel.
5. In coordination with the district office, organizes, maintains and evaluates all College purchasing procedures, including: receiving and processing requisitions, recommending award of bids and contracts; conducting inquiries; interviewing vendors; and analyzing prices and market trends to establish and maintain optimal sources of supply.
6. Monitors and reports on all college grants and categorical programs including: budget development, carryover funds, timely and allowable purchases, compliance with law and regulations, invoicing, achievement of goals and objectives, efficient and effective use of funds, and periodic financial reporting.
7. Ensures that program resources are accounted for and that internal controls are maintained for such items as food vouchers, gift cards, program income, and other support program resources.

8. Trains and administers cash operations at all College locations including, but not limited to: Athletics Events, Children's Center, Coil School of the Arts, Cosmetology, Food Services, and Landis Performing Arts Center.
9. Supervises the filing of college financial records, correspondence, and receiving reports.
10. Supervises and evaluates assigned staff; establishes goals and objectives for assigned areas of responsibility in concert with the Colleges' strategic plan and administrative program review. Assists in interpreting college programs to the general public through community contacts and participation in local, regional and state activities.
11. Performs other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE: A Master's degree in accounting, business administration, or public administration or related field and three years of progressively responsible experience in budget administration, financial analysis, business, or a related field. Experience must include a minimum of two years in an administrative or supervisory position; or an equivalent combination of training and experience. Community college or school district experience is preferred. Experience with computerized financial systems is required.

LICENSES/CERTIFICATIONS: None

KNOWLEDGE OF:

1. Methods, principles, practices, terminology, and procedures of governmental and generally accepted accounting standards.
2. Preparing budget spreadsheets and reports with results of analytical information.
3. Methods utilizing statistical analysis for financial information gathering, projecting and reporting.
4. *California Community College's Budget and Accounting Manual*, Government Code, California Code of Regulations, Public, Title V Regulations, Education Code.
5. Computer software applications, including Excel, Access and Word.
6. The operation of business equipment, including computers, copiers, and calculators.
7. English language and grammar.

ABILITY TO:

1. Provide leadership in the areas of budget development, budget monitoring and purchasing.
2. Assist the Vice President of Business Services with budget forecasting and developing procurement standards development and maintenance.
3. Maintain effective working relationships throughout the District.
4. Effectively plan, organize and coordinate to oversee and evaluate a complex and diverse program of budgeting and purchasing functions.
5. To reason and draw appropriate conclusions.
6. Communicate ideas and recommendations clearly and effectively both orally and in writing.
7. Conduct research and analysis.
8. Identify trends and forecast needs.
9. Perform day-to-day fiscal activities at all levels.
10. Select, train, supervise, evaluate, motivate and lead staff members.
11. Assist with and provide leadership handling sensitive transactions.
12. Maintain an understanding of current ideas, trends, practices, laws and regulations pertaining to the areas of responsibility for this position.

13. Adhere to generally accepted accounting principles, governmental accounting standards, Government Code, California Code of Regulations, Public Contract Bidding Regulations, UCCAP Regulations, Title V Regulations, Education Code, California Community Colleges Budget and Accounting Manual, and federal and state regulations.

CONTACTS: Co-workers, Faculty, Staff (classified and management) and Students; District and college staff, other California Community College staff, trade associations and groups; vendors; Riverside County Office of Education, and State and Federal agencies.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.