

Director, Business Services  
Allan Hancock College

Department: Business Services  
Category: Management  
Posted: 8/20/2015  
Closing Date: 9/10/2015

Allan Hancock College is accepting applications for a full-time, 37-hour per week, 12 month position supporting the Business Services Department and reporting to the Associate Superintendent/Vice President, Finance & Administration. The desired start date is November 2015. The successful candidate must pass a Department of Justice clearance and a pre-employment health and physical before the start date.

#### WORK SCHEDULE:

Monday - Thursday, 8:00 a.m. - 4:30 p.m. and Friday, 8:00 a.m. - 4:00 p.m.

#### SALARY AND BENEFITS:

&#149; Annual salary range is from \$95,232 to \$113,653, range 11 on the Management Salary Schedule. There are longevity increments after the top range is reached. A doctoral stipend of \$2,500 is paid to those who qualify.

&#149; Benefits include medical, dental, life, vision (employee only), salary protection insurance, and eligibility for PERS retirement.

#### DEFINITION:

Under general direction to plan, organize and direct college accounting and financial record keeping and purchasing activities and the district cashiering functions; to personally perform the more difficult financial record keeping, report preparation and purchasing duties; to perform internal district audits; to train, supervise and evaluate the performance of assigned staff; and values and promotes the mission and vision of the college.

#### CLASS CHARACTERISTICS:

This is a classified management position. The incumbent reports directly to the associate superintendent/vice president, administrative services, and independently performs professional work involving judgment in the interpretation and application of policy and procedures. The incumbent will have a high frequency of responsible contact with administrative and instructional staff, students, and other public/private agencies requiring tact and excellent oral and written communication skills. The incumbent in this classification is a working manager. The assignment may be at any district site.

#### ESSENTIAL FUNCTIONS:

1. Plans, develops, organizes, directs and participates in the preparation, maintenance, and analysis of financial records and processes including cash receipts, accounts payable, payroll, accounts receivable, general ledger, benefits and contracts for a variety of special funds, including categorical funds.
2. Coordinates and performs assigned professional purchasing duties related to procurement, development of specifications, and documentary controls; performs the more responsible accounting and purchasing tasks in connection with the above.
3. Trains, instructs, and supervises accounting clerical and cashiering staff; develops and recommends new procedures and improved methods and sees that established procedures are carried out efficiently, as directed.

4. Directs cash handling and accounting for the district accounts; validates the claims for federal financial aid funds and completes the required reports; prepares or supervises the preparation of financial and statistical reports.
5. Communicates with college staff, students, and outside agencies regarding contracts for student enrollment.
6. Carries out special financial and statistical research studies for the associate superintendent/vice president of administrative services.
7. Conducts internal district audits and reviews district cash handling controls; coordinates preparation for annual independent audit.
8. Monitors financial statements for auxiliary operations and makes recommendations.
9. Confers with college staff in performing purchasing and accounting activities; maintains liaison with vendors, keeps abreast of price trends and sources of supply.
10. Prepares bids, participates in bid openings; evaluates bids and quotations and makes award recommendations; and assists in the development of policies and regulations.
11. Assists in design and development of management reports to include meeting with department and administrative heads to determine report criteria and format.
12. Develops and implements financial reporting systems; provides liaison for financial software development and maintenance with information technology services staff; and provides technical assistance for appropriate staff in the use and application of computer on-line financial accounting and reporting systems.
13. Performs related duties as assigned.
14. May be assigned to lead or participate in district-wide, college, or auxiliary corporation committees, initiatives, teams, or ad hoc groups.
15. Attends in-service training, orientations, and meetings at various district sites and/or at off-campus locations.
16. Supervises support staff and student workers as assigned, including hourly district and registration cashiers.
17. Coordinates with information technology services staff in the planning and development of programs and procedures for integrated accounting, cashiering, and record control systems.
18. Perform other related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- &#149; Fiscal management policies;
- &#149; Generally accepted accounting and auditing principles related to governmental accounting;
- &#149; Financial analysis and projection techniques;
- &#149; Application of laws, regulations, and requirements related to area of assignment;
- &#149; Preparation of comprehensive financial reports and statements;
- &#149; Computer systems and equipment used to prepare and control fiscal operations;
- &#149; Principles of administration, supervision and training;
- &#149; Interpersonal skills, including tact, patience, and diplomacy.

### Demonstrated ability to:

- &#149; Perform highly responsible technical financial record keeping and purchasing work;
- &#149; Work with a computer-based financial accounting system;
- &#149; Participate in developing automated financial systems;
- &#149; Interpret, apply, and explain complex fiscal policies and legal requirements;

- &#149; Prepare clear and complete bid specifications;
- &#149; Provide leadership in areas related to business services' fiscal operation;
- &#149; Assure the integrity of business services' financial systems and information;
- &#149; Prepare concise and complete oral and written reports;
- &#149; Review and interpret financial statements;
- &#149; Operate modern business machines;
- &#149; Understand and carry out complex oral and written directions;
- &#149; Develop and maintain cooperative and effective working relationships with others;

#### Education and Experience:

Any combination equivalent to a bachelor's degree or higher in business administration with major emphasis in accounting preferred and five years of varied and responsible accounting and purchasing experience, including one year of experience in the operation of computerized accounting systems. Administrative experience in a public sector organization or a public education institution desirable.

#### Other Requirements:

A valid California driver's license and ability to qualify for district vehicle insurance coverage.

#### Working Conditions:

- &#149; May be required to work a flexible workweek which includes day, evening hours and weekend assignments, and may be assigned to any district location.
- &#149; Duties are primarily performed in an office environment, at a desk or at a computer.
- &#149; The incumbent will experience interruptions while performing normal duties during the regular workday.
- &#149; The incumbent will have contact, in person, by email, and on the telephone, with executive, management, supervisory, academic and classified staff, and the general public.
- &#149; Work requires frequent travel to other offices or locations.

#### Physical Demands:

- &#149; Typically sits for extended periods of time.
- &#149; Operates a computer keyboard.
- &#149; Communicates over the telephone and in person.
- &#149; Regularly lifts, carries, and/or moves objects weighing up to 10 pounds.

#### Special Qualification:

A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

#### SCREENING PROCESS:

A committee will screen all applications. Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge, and abilities. A limited number of applicants will be invited for an interview at the college at their own expense. Interviewed candidates may be asked to complete written and job-related exercises. The district reserves the right to extend time limits, reinitiate or withdraw the recruitment-selection process at any point. Final candidates may be required to pass a pre-employment drug screening.

**APPLICATION PROCEDURE:**

To be considered as a candidate for this position, please submit the following application materials to the college human resources office by end of business (4:30 p.m.) Thursday, September 10, 2015:

• Signed district application for classified positions

• Transcripts (Copies are acceptable for the application process). Official transcripts are required if hired.

• A current and complete resume of education and professional experience

• Cover letter

A committee will review application materials as soon as possible after the published deadline. Incomplete, unsigned, or late application packets may not be considered. The district reserves the right to cancel the process, extend time limits, or reinitiate the recruitment/selection process at any point.

**APPLICATION:** For application materials please visit our Web site at <http://apptrkr.com/661246> or contact:

Human Resources, Building B

Allan Hancock College

800 South College Drive

Santa Maria, CA 93454-6399

(805) 922-6966, extension 3338

(805) 922-9196, FAX