

CHIEF DIRECTOR OF BUSINESS SERVICES – SANTA MONICA COMMUNITY COLLEGE

Salary: \$158,676 - \$174,936/Annually

Santa Monica College is seeking a **Chief Director of Business Services**. Under the direction of the Vice President, Business and Administration, this individual will assume responsibility for overall administration of each of the following functional areas: Accounting, Accounts Payable, Accounts Receivable, Auxiliary Services, Budget Services, Bursar's Office Operations, Finance, Financial Reporting, Purchasing, and general college service operations.

The ideal person we are seeking for this position will have extensive knowledge of the funding model and mandatory reporting requirements for the California Community colleges, familiarity with Title V regulations, the California Community College Budget and Accounting Manual, and Federal Grants and Financial Aid compliance. This individual must also possess interpersonal skills necessary to effectively oversee seven supervisors from several diverse operational areas, including three Directors who supervise subordinate managers. In addition, they should be a proactive problem solver who can create, revise, and implement programs and processes that will improve the efficiency and effectiveness of services, and ensure legal compliance.

Benefits include fully paid medical, dental, and vision-care coverage; along with paid vacation and sick leave, and 16 paid holidays per year.

For further information, or to submit an online application, please visit our web site at www.smc.edu/jobs. Questions about the job or the screening process can be directed to Carol Long, at Long_Carol@smc.edu.