



Gavilan College

Director of Business Services

CLOSING DATE: Monday, October 6, 2014

Full-Time Permanent Position (1.0FTE)

40 hours per week 12 months per year with benefits

\$95,161 to \$121,403 per year

Ideal Candidate:

The ideal candidate will have excellent budget management skills and strong supervisory experience. Excellent written and oral communication skills are necessary for the position. Building trust and providing support to the faculty, support staff, management and the board of trustees is essential. The ideal candidate will be knowledgeable of business operations, accounting, and fiscal administration.

Definition:

Under administrative direction, to plan, organize and supervise the operations and staff of the college's business office including accounting, budgeting, purchasing, and payroll; to manage and perform responsible professional accounting tasks including maintenance of the general ledger, preparation of financial reports and records, reconciliation of a variety of accounts, and cash flow analysis; to assist in the development and preparation of the college's budget; and to perform related duties as assigned.

Distinguishing Characteristics:

This is a single position management classification accountable for the college's accounting, budgeting, payroll and purchasing functions, and supervising or personally performing a variety of responsible professional accounting work.

Essential Duties:

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Plans, organizes, schedules, assigns and supervises the work of classified business office staff in accounting, budgeting, payroll and purchasing;
- Interviews and recommends selection of job applicants, provides for employee training and development, appraises performance, provides informal counseling on work issues, and recommends discipline and improvement plans;

- Assists in the development of the tentative and final budgets, and budget monitoring by preparing and distributing budget documents, implementing budget model changes, preparing, reviewing and verifying draft and final budget documents, and coding and entering items; reviews and analyzes budgets for over expenditures, lack of revenue;
- Prepares estimates of revenues and expenditures, organizes and performs work regarding the fiscal effects of collective bargaining;
- Provides expert technical advice to administrative staff, assists departments and provides training in the ongoing administration of their budgets and use of accounting forms, procedures and software;
- Develops and implements accounting systems, procedures, methods and forms; manages accounting system software;
- Maintains effective internal controls to ensure that transactions are processed in accordance with generally accepted accounting procedures;
- Prepares a variety of complex and routine financial statements and fiscal reports in compliance with accepted accounting practices and all applicable laws, regulations and requirements;
- Maintains and reconciles the general ledger to subsidiary ledgers; prepares and/or approves adjusting entries; prepares year-end closing entries and procedures, provides documented analysis of financial transactions;
- Monitors and reconciles Financial Aid funds, submits drawdowns, and coordinates with financial aid office and fund trustee;
- Reconciles Capital Projects budget to State allocations and to general ledger, makes appropriate transfers, and sets up receivables at year end;
- Reviews and approves processing of all expenditures, revenue receipts, bank reconciliations, miscellaneous billings, stop payments, collections, and related processing;
- Prepares cash flow projections;
- Prepares and maintains a variety of spreadsheets and databases to assist in tracking, monitoring, managing and reporting financial matters;
- Prepares materials and various financial schedules for and coordinates with independent auditors;
- Oversees and participates in special projects related to fiscal matters;
- Supervises and reviews payroll processing to ensure accuracy and appropriate charging;
- Supervises and reviews purchasing activities to ensure appropriate procedures are followed, and that purchases comply with the budget.

Minimum Qualifications:

Knowledge of:

- Principles and practices of generally accepted accounting.
- Accounting, audit and budget principles as applied to California Community Colleges.
- Principles, practices and terminology used in complex financial and statistical recordkeeping.
- Basic research and analytical methods.
- Systems and methods of budget development, tracking, and monitoring.
- Applicable laws, codes, regulations and requirements.
- Capability and uses of accounting and other fiscal software.
- Basic principles and practices of supervision.
- Modern office methods, systems and equipment including computers, common machinery, and filing and recordkeeping systems.

Skill in:

- Planning, organizing, and managing the operations of a college business office.
- Scheduling, supervising, assigning and reviewing work; training, guiding, appraising and counseling employees.
- Preparing clear and accurate financial statements, reports, schedules and records.
- Effective oral communications.
- Setting up and maintaining a complete set of accurate, complex and interrelated financial records.
- Performing accurate and rapid mathematical computations.
- Interpreting and applying codes, regulations, policies and procedures.
- Evaluating, developing, implementing and maintaining accounting policies, procedures, and standards.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record. As an exempt employee, the incumbent may be asked to work variable schedules.

Illustrative Education and Experience: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A Bachelor's Degree or equivalent with an emphasis in accounting, and three years of professional experience preparing and maintaining accounting records. Previous supervisory and community college experience is preferred.

Physical Characteristics: The physical abilities involved in the performance of essential duties are:

Mobility and dexterity to work in a standard office setting and use standard office equipment and computers; vision to read printed material and computer screens; speech and hearing for normal communication in person and by telephone. This work is performed indoors under general office conditions.

Application Process

To be considered for this excellent opportunity the following items must be received by the Human Resources Office no later than 5:00pm on Monday, October 6, 2014. Please note, postmarked materials will not be accepted.

1. Completed legible Classified Employment Application (required)
2. Cover letter (maximum 2 pages) detailing qualifications and experience(required)
3. Resume(required)
4. Affirmative Action Applicant Survey form (optional)

Applications are also available on our website at <http://apptrkr.com/514910>

Please be aware, the District does not reimburse for expenses related to the recruitment process.

NON-DISCRIMINATION

Gavilan College is an equal opportunity/affirmative action/Title IX/Employer of Disabled, committed to hiring a diverse staff. All qualified individuals regardless of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, or marital status are encouraged to apply. If you have a verifiable disability, and require accommodation to complete an application please contact the Human Resources Office at (408) 848-4753.



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