

Director, Business Services

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 February 2016. 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:

- 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.

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

Allan Hancock College serves more than 20,000 students in northern Santa Barbara County. Located on the central coast and just minutes from spectacular beaches and rolling vineyards, AHC operates three campuses – the main campus in Santa Maria, a state approved center in Lompoc and a center in Solvang. As one of the largest employers in Santa Barbara County, the college is an integral part of the community and enjoys strong support from local leaders and industry.

AHC, a Hispanic-Serving Institution, is proud to serve underrepresented students. The college has twice received recognition from the Aspen institute as one of the top colleges in the country. If you are looking for a position where you can have a direct impact on our students, AHC may be the place for you!

Allan Hancock College

Range 11

Human Resources

Management

DIRECTOR, BUSINESS SERVICES

DEFINITION:

Under supervision of Associate Superintendent, Vice President Finance and Administration, plans, organizes, controls and directs District-wide accounting and financial operations including process development and improvement, process oversight, review, analysis and reporting on District payroll, purchasing, contract management, banking relationships, and account maintenance and District cashing functions. The incumbent performs the more difficult financial record keeping; analysis and reporting, manages internal district audits and is responsible for development, supervision and performance evaluations of department staff. The Director will promote a collaborative culture that embraces and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

This is a classified management position and independently performs professional work involving judgment in the development, maintenance, 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 who coordinates and directs personnel and ensures fiscal compliance and a high level of internal and external customer service.

ESSENTIAL FUNCTIONS:

1. Plans, develops, organizes, directs and participates in the preparation, analysis, maintenance, and adjustments of District budgets, financial records and processes including cash receipts, accounts payable, payroll, accounts receivable, general ledger, and contracts for a variety of special funds, including categorical funds.
2. Ensures that fiscal time lines and financial activities comply with established standards, requirements, law, codes, regulations, policies and procedures.
3. Coordinates and performs assigned professional purchasing duties related to procurement, development of specifications, and document control; performs the more responsible accounting and purchasing tasks related to these activities.
4. Directs and coordinates District payroll operations and activities in accordance with District policies, procedures and applicable laws and bargaining unit agreements. Facilitates continual improvement in payroll services and operations. Provides a high level of communication with District employees to provide notification of schedules or changes in the payroll process.
5. Ensures compliance with applicable federal, state and local laws and regulations and applicable collective bargaining agreement contract provisions.
6. Develops and maintains applicable District board policies and procedures.

7. Trains, instructs, and supervises accounting, payroll, and cashiering staff; engages staff in continual process improvement, establishes and documents procedures, audits compliance to procedures.
8. 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.
9. Carries out special financial and statistical research studies for the associate superintendent/vice president of administrative services and provides timely responses to Public Information Requests.
10. Conducts internal district audits and reviews district cash handling controls; coordinates preparation for annual independent audit.
11. Confers with college staff in performing purchasing and accounting activities; maintains liaison with vendors, keeps abreast of price trends and sources of supply.
12. Prepares bid documents, participates in bid openings; evaluates bids and quotations and makes award recommendations; and assists in the development of policies and regulations.
13. 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.
14. Leads 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. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Fiscal management policies;
- Generally accepted accounting and auditing principles related to governmental accounting;
- Financial analysis and projection techniques;
- Application of laws, regulations, and requirements related to area of assignment;
- Preparation of comprehensive financial reports and statements;
- Computer systems and equipment used to prepare and control fiscal operations;
- Federal Grant accounting and compliance

- Principles of administration, supervision and staff development;
- Interpersonal skills, including tact, patience, and diplomacy.

Demonstrated ability to:

- Work with a computer-based financial accounting system
- Perform highly responsible technical financial record keeping and purchasing work;
- Participate in developing and implementation of automated systems;
- Interpret, apply, and explain complex fiscal policies and legal requirements;
- Prepare clear and complete bid specifications;
- Provide leadership in areas related to business services' fiscal and payroll operations;
- Ensure the integrity of business services' financial systems and information;
- Prepare concise and complete oral and written reports;
- Review and interpret financial statements;
- Analyze situations accurately and adopt an effective course of action;
- Understand and carry out complex oral and written directions.

Education and Experience:

Bachelor's degree or higher in business administration with a concentration in accounting preferred. Five years of varied and responsible accounting, purchasing, payroll and supervisory experience. CPA experience in auditing community colleges desirable. 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:

- May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments and may be assigned to any district location.
- This is an FLSA exempt position.

- It is understood that the demands of a management position will often require more than eight (8) hours a day and/or forty (40) hours per workweek.
- Duties are primarily performed in an office environment, at a desk or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have a contact, in person, with staff and the general public.
- Work may require travel to off-campus meetings or conferences.

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer workstation.
- Communicates over the telephone, via email, and in person.
- Regularly lifts, carries and/or moves objects weighing up to 10 pounds.

Special Qualifications:

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

R10/15

R8/10

R7/91

12/87

SCREENING PROCESS:

A committee will give priority review of application materials submitted by Friday, January 15, 2016. This position is open until filled. 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, reinstate 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 (4:00 p.m.) Friday, January 15, 2016:

- 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

APPLICATION: For application materials please visit our Web site at www.hancockcollege.edu 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