

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

ASSISTANT DIRECTOR, BUSINESS SERVICES

ADMINISTRATIVE CLASS SPECIFICATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

MANAGEMENT RESPONSIBILITY

The Assistant Director, Business Services is an administrative position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedures as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide administrative/management councils.

GENERAL DESCRIPTION

Under general direction, plan, organize, control and direct the Accounting operations for a multi-College District; maintain internal accounting controls and sound business practices; recommend, design and implement accounting systems and procedures; provide assurance of internal control and compliance; produce accurate and timely financial accounting information analyses and reports; provide for receipt, timely deposit, proper classification and safeguarding of District operating funds, long-term financing, and investments; train, supervise and evaluate the performance of assigned personnel. Direct responsibilities are to the Director of Business Services.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

The Assistant Director, Business Services shall:

1. Plan, organize, control and direct the Accounting functions and operations of the District including accounts payable, accounts receivable, general ledger, financial reporting, cash management, and full-charge bookkeeping for various District and ancillary funds; and develop accounting systems and procedures.
2. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assure appropriate training and staff development of assigned personnel.
3. Supervise and direct monthly and fiscal year-end closing activities including reconciliations, adjusting entries, and accounting for the activity of long-term debt funds and investments.
4. Supervise the preparation of monthly financial and cash flow reports. Prepares financial reports and analyses related to the procurement and issuance of debt financing.
5. Direct the preparation and maintenance of a variety of financial, narrative and statistical reports including state and federal taxes; maintain fixed assets and physical inventory records; assure reports are filed in a timely manner and supporting documentation is available; perform revenue, expenditure, budget variance analyses; issue expenditure and budget reports for various funds; direct and participate

Chabot-Las Positas Community College District
Assistant Director, Business Services (Continued)

in the preparation of reports and claims filed with the State Chancellor's Office and federal, state, and local granting agencies.

6. Supervises and reviews cash reconciliation including funds on deposit with the County Treasury, District bank accounts and revolving funds.
7. Prepare and develop the annual budgets for Debt Service, Capital Projects, Special Revenue, Enterprise, Internal Service Funds, and Fiduciary Funds; analyze and review budgetary data to assist in the development of the General Fund budgets.
8. Coordinate the annual audit; direct staff in preparation of auditors' required documents; assure audit trail for District transactions; assure appropriate internal controls for expenditures and deposit for funds; follow-up on audit recommendations; assist in the final draft of the audit report.
9. Responsible for records classification, retention and disposal related to assigned activities.
10. Participate in the coordination of financial aid programs; monitor disbursements, revenue allocations, and cash balances; assist in reconciliations of funds and financial aid processing.
11. Coordinate with information technology services to ensure the currency, integrity and compliance of the administrative software finance system and the integration of finance with human resources, accounts receivable and student modules.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles of fund accounting, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) Statements; auditing and financial reporting; sound financial practices and internal controls; budget preparation and compilation; integrated administrative software systems; IRS Regulations and Education Code; Microsoft Office Suites desktop software applications, principles of supervision, evaluation and training.

Ability to:

Analyze and develop effective operating systems, reports and procedures; read and apply legal and technical financial manuals; adapt accounting principles to college/district situations; communicate effectively both orally and in writing; maintain effective working relationships with faculty and staff; supervise, train and evaluate staff.

MINIMUM EDUCATION & EXPERIENCE

Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

B.A. or B.S. in Accounting or Business Administration with an emphasis in accounting from an accredited college or university.

Experience:

Four years of increasingly responsible professional accounting experience, preferably in a community college district.

License:

Possession of a valid California Class 3 (autos and light trucks) driver's license.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

Chabot-Las Positas Community College District
Assistant Director, Business Services (Continued)

APPOINTMENT

The Assistant Director, Business Services shall be selected by the Governing Board upon the nomination of the District Chancellor.

Adopted by the Board of Trustees April 17, 2007
Job Family - Administrative