POSITION PURPOSE

Reporting to the Vice Chancellor of Business Services, coordinates the development of, and monitors, the budget process and policy so as to provide accurate, timely, and useful financial history and projections to the Board and administrators for making financial decisions.

NATURE and SCOPE

This position is responsible developing the annual budget and implementing budget policy; applying it to new situations; and determining if precedent applies. Monitoring grant reports for completeness and accuracy and supervising grant related accounting.

KEY DUTIES AND RESPONSIBILITIES

1. Develop and prepare annual budget. Develop budget assumptions; meet with Administrators to develop budget strategies and assumptions; direct Budget Advisory Committee in budget analysis; obtain, analyze, and review cost estimates; analyze personnel budget; prepare tentative and adopted budget documents; maintain documentation on the budget approval process and revisions.

2. Develop and establish budget calendar.

3. Develop, recommend, communicate, interpret, and implement a budget policy.

4. Communicate financial information to Board and Administrators.

5. Assist the District negotiating team by providing budget related analysis.

6. Develop benefit rate in consultation with Human Resources.

7. Oversee the budget balancing process in the FRS and HRS systems; reconcile budget with Federal, State, and local agency reports.

8. Oversees the preparation of budget reports to the Board.

9. Create a variety of reports/analyses for meetings and various individuals to create a scenario, analyze trends, and suggest solutions.


11. Maintain grant procedures and provide training in all phases of accounting for grant budgeters.

12. Assist grant writers in budget development and grant submission process.

13. Chair the Budget Advisory Committee and other committees as necessary.

14. Supervise Budget and Grants staff.
15. Perform other related duties as assigned.

16. Support, implement, and promote compliance with the District's Diversity Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.

17. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

EMPLOYMENT STANDARDS

Knowledge:

1. Applicable sections of State Education Code and Government Code and items outlined in the State Chancellor's Budget and Accounting Manual, including titles such as that impact the business aspects of education.
2. Principle of accounting, payroll, budget and audit, including current accounting principles in a governmental educational setting and items outlined in the State Chancellor's Budget and Accounting Manual Principles of business and financial systems analysis.
3. Computerized accounting systems.
5. District's financial status.
6. Familiar with governmental funding, educational and or non-profit system.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Analyze computerized accounting and budget data and understand the District's financial status.
3. Competence in spreadsheets and word processors.
4. Communicate effectively both orally and in writing, including presentation skills.
5. Ability to make presentations before large and small groups.
6. Reasoning and problem solving skills.
7. Develop and implement strategic planning processes.
8. Interpret and apply rules, regulations, policies and procedures.
9. Leadership/Management/Supervisory skills.
10. Organizational/Time Management/Problem Solving skills.

Education and Experience:

1. Bachelor's degree in Accounting or other related field.
2. Strong background in business and budgeting, preferably in the public sector, including various budgeting models and how to apply them.
3. 3 to 5 years of increasingly responsible professional accounting and budgeting experience.

Working Conditions.

Typical office environment

Range: I
EEC-Category: H11