

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Director, Business Support Services

Unit: Management

Page: 1 of 2
Job Code: C3101
Original Date: 01/1994
Last Revision: 02/2013
Staff Type: Classified
FLSA status: Exempt
Salary Range: 18

DEFINITION

Under the general direction of the Vice Chancellor of Business Services, provide coordination, development and implementation of financial services (emphasis on computer system analysis, system and operational control and its related integrity and enhancements) to support fiscal accountability, internal audit, ABSO operations and financial/budgetary control analysis and forecasts; supervise and perform complex budget and accounting work and financial analyses in connection with District wide financial affairs.

EXAMPLE OF DUTIES

1. Plan, organize, and direct the work of the Internal Audit unit with emphasis on fiscal accountability, campus financial activities and financial systems internal control integrity.
2. Direct, supervise and prepare periodic budget and financial reports.
3. Analyze and report the fiscal impacts of pending and enacted legislation, Title 5 regulations and federal grant and contract activities.
4. Direct and prepare periodic financial reports and review required state and federal tax reports for auxiliary organizations.
5. Provide operational management oversight of ABSO operations and financial activities including general supervision of ABSO regional supervisors.
6. Assist and consult with Controller in coordination and implementation of external audit findings and recommendations.
7. Serve as chairperson of the ABSO Advisory Committee.
8. Serve as Business Services liaison to SCT for management and technical interface of IFIS operations, enhancements, modifications, implementation, planning and evaluation.
9. Serve as Business Services representative on Information Systems Strategic Planning Steering Committee.
10. Evaluate and manage the short-term investment of local revenues and Trust and Agency funds.
11. Review, evaluate and recommend changes to budget allocation formulas, including the study of other multi-campus district allocation models, and report findings/recommendations to the Vice Chancellor of Business Services.
12. Maintain the Business Services Procedures Manual.
13. Assist Controller in the projection of future period resources for budget development, maintenance and design of the Chart of Accounts and other fiscal matters.
14. Prepare periodic reports for the Board; attend Board meetings as required; and assist with or prepare analytical studies to assist the administration or the Board in the formulation of new policies in planning new or revised programs.

- 15. Direct, train, instruct and supervise personnel.
- 16. Other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Policies, procedures, principles and practices used in professional financial affairs and internal audits, particularly as they pertain to governmental and college district operations.
- Financial analysis and research procedures.
- Systems design and automated internal control procedures for an integrated accounting system.
- Business, contract and governmental law.
- Principles and techniques of management organization, training and supervision.
- Modern office and record-keeping techniques.
- State, federal and local law and policies as they pertain to finance.

Skills and Abilities:

- Administer and manage effectively the ABSO and internal audit programs and personnel of the District.
- Supervise and perform professional financial, statistical and audit work involving the establishment, maintenance and interpretation of interrelated financial policies and procedures.
- Develop, interpret, apply and explain District rules, policies and procedures.
- Prepare clear and accurate financial, operations analysis and analytical reports.
- Communicate effectively both orally and in writing.
- Interpersonal relations.

Training and Experience:

- Any combination of training and experience equivalent to: Bachelor's Degree in Business Administration, Accounting or related fields; a Masters degree is desirable but not required; and five years of closely related experience with at least three years in a progressively higher level supervisory position. School or public sector experience is desired.

License:

- Valid California Driver's License.

WORKING CONDITIONS

Physical Requirements:

- Category III

Environment:

- Favorable, usually involves an office.