CLASS TITLE: BUDGET DIRECTOR

BASIC FUNCTION:

Under the direction of the Vice Chancellor, Business and Administrative Services manage the District’s budget function and related operational areas.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate, and direct the development, maintenance, and administration of the District’s budget and payroll functions, financial aid processing, and related state and federal reporting; develop, recommend, and execute strategic goals, operational policies, and procedures pertaining to assigned functional areas. 

Ensure consistent and appropriate management of college budgets, reporting, and related operations in collaboration with college management.

Develop and direct a program of financial analysis using a wide range of analytical methods such as trend analysis; develop decision support tools in spreadsheet formats for maintaining cost-benefit analysis and funds and performing "what-if" calculations.

Direct the design, implementation, and maintenance of the district’s payroll system and ensure legal requirements are met; improve efficiency in the recording and reporting of payroll data; provide management with payroll information.

Research complex budgetary issues and develop solutions and recommendations as appropriate; recommend budget strategies which include short-term, intermediate, and long-range projections for resource allocation and appropriations; prepare tentative, adopted, and revised District budget reports.

Provide technical advice and guidance to District administrators and staff relating to the development, implementation, and management of financial resources.

Analyze state legislative and administrative decisions, regulations, and policies to determine their impact on the budget operations of the District and make recommendations regarding how to implement new requirements.

Advise the Vice Chancellor, Business and Administrative Services and other District management through oral and written reports of objectives, critical problems, achievements, recommendations for improvement, and requirements and restrictions of laws, rules, and policies affecting the District's budget.

Monitor the District position control system used to track permanent employees, vacant positions, and requests for new positions; identify salary savings based on vacant positions to be utilized for other District needs; prepare reports related to salary and benefit costs utilized by management during collective bargaining.
**BUDGET DIRECTOR (continued)**

Direct the processing, reporting, and maintenance of district-wide student financial aid data.  

Direct the design, preparation, filing, and maintenance of state and federal reports containing data pertaining to assigned functional areas.  

Provide training to District employees in the use of the District’s financial budget system; develop and provide informational workshops on budget-related issues.  

Lead, train, supervise, and evaluate the performance of assigned staff.  

Represent the District before federal, state, and local agencies on matters related to the District’s budget.  

Maintain historical and current materials related to the District’s budget as well as the funding and allocation formulas, expenditure patterns, and special cost analysis of such things as compliance regulations, collective bargaining and grievance issues, legal decisions, and funding resources. 

Serve as a member of various district-wide committees involved with budget-related issues.  

Assist with fiscal year-end closing activities and the annual external audit.  

Perform other duties as assigned.

\[E\] = Essential duties

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles, methods, and techniques of budgeting
- Principles, practices, and theories of accounting with an emphasis on governmental accounting
- Principles, practices, and theories of auditing
- Computer systems, applications, software, and hardware used in financial analysis and budgetary management
- Sources and bases of funding for post-secondary educational institutions and programs in the State of California
- Principles of project management
- Principles and practices of administrative research and report preparation
- District organization, operations, policies, and objectives
- Principles and practices of management, supervision, training and performance evaluation
- Principles and practices of business data processing particularly related to the processing of accounting and financial information
- State legislative processes and procedures
- Methods and techniques of financial modeling applied to revenue and expenditure projections
- State and federally mandated reporting requirements, including full-time equivalent student (FTES) state apportionment reporting
- Principles of financial aid processing
ABILITY TO:

Read and interpret documents such as laws, regulations, and reporting requirements pertaining to community college accounting, budgeting, and financial matters
Demonstrate sound judgment and decision making capabilities
Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations
Develop financial forecasts based on research data
Anticipate conditions, plan ahead, establish priorities, and meet schedules
Interpret, apply, and explain applicable federal, state, and local laws, codes, and regulations
Establish and maintain effective working relationships with those contacted in the course of work
Identify trends, and isolate and explain causes of budgetary variance
Communicate clearly and concisely, both orally and in writing
Communicate highly technical information concisely and in understandable terms
Deliver effective oral presentations
Provide training, guidance, and work direction
Lead and supervise staff

EDUCATION AND EXPERIENCE:

Education: A bachelor’s degree from a recognized accredited college or university in accounting, public finance, business administration or related area.

Experience: Four years of professional-level experience in accounting, auditing, or budgeting, including two years of experience in the development, analysis, and administration of a budget. Two years of the aforementioned experience must have been in a supervisory capacity. Public sector experience is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment
Sitting for extended periods of time
Hearing and speaking to exchange information on the telephone or in person
Seeing to read and review documents