VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DISTRICT BUDGET OFFICER

BASIC FUNCTION:

Under general direction, plan, organize, coordinate, analyze and direct the District’s budget functions; develop, implement and evaluate budget development, preparation and maintenance procedures; develop and implement an appropriate District-wide position control system; assure appropriate documentation and records maintenance; develop and implement processes designed to account for the expenditure and proper control of expenses; perform professional level accounting, financial and legislative analyses; prepare and interpret periodic and special financial/budget analysis reports assuring the District is complying with policies, procedures, and regulations, as well as GAAP and GASB.

REPRESENTATIVE DUTIES

Coordinate the development of the district budget, overseeing the technical implementation of the budget process; assist in the development, maintenance and analysis of the allocation formula or other calculations utilized in the allocation of funds within the District; prepare budget projections based on "what-if" scenarios; examine trend analysis data; coordinate college budget staff in the compilation of tentative, revised and adopted District budgets. E

Provide explanation of the District's budget for quarterly and annual budget reports for the Board of Trustees and the State Chancellor’s Office. E

Develop and coordinate academic and classified position control system with human resources. E

Maintain, analyze and revise position control records and benefit rate tables to assure accurate personnel costs and budgeting; monitor and prepare reports related to salary and benefit costs. E

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. E

Provide technical expertise and direction to management and academic and classified staff regarding budget issues, research complex budgetary and enrollment issues; develop solutions and recommendations as appropriate; recommend budget strategy to include short-term, intermediate and long-range projections for resource allocation and appropriations. E

Create a collaborative environment by providing technical leadership and analytical support to District staff and administrators regarding budget development issues for various programs; maintain direct contact with District staff and administrators regarding budget preparation, implementation and control during budget preparation and administration cycles throughout the year. E

Established October 2000
Prepare revenue forecasts for annual budget and periodic budget status report briefings, prepare analyses of the District's cash flow, asset accounts and/or budget status; develop and analyze projections and variances; prepare and forward reports as appropriate. E

Provide detail analysis and assistance to management regarding collective bargaining issues during negotiations and as requested. E

Direct and coordinate payroll functions through the payroll supervisor to ensure integrity of position control and recording of payroll related financial transactions. E

Analyze and compile financial data for special projects and studies; ensure appropriate recording of district revenue; prepare such analysis and other required reports; prepare current, intermediate and long-range projection of resources and appropriations. E

Review and analyze legislation and report on the potential impact to the District’s financial condition and recommend changes as appropriate. E

Maintain the budget account structure, under the direction of the Associate Vice Chancellor, in accordance with State law, regulations and local management needs. E

Recommend and implement data processing programs and modifications for the budget process; recommend policy and procedure changes for budgeting. E

Provide training to district employees in the use of the district’s financial budget system. E

Attend meetings and develop and provide informational workshops on budget-related issues as required; serve on District-wide committees as appropriate.

Assist in year-end closing process and annual external audit.

Supervise a budget technician (if applicable).

Perform related duties and responsibilities as required.

QUALIFICATIONS:

KNOWLEDGE OF:

Generally accepted accounting principles (GAAP), practices and methods, including knowledge of governmental accounting
Principles and practices of fund accounting, budgeting and auditing practices and principles
Budget preparation and compilation in governmental and/or educational institutions, including community colleges
Basic statistical and financial analysis and research procedures
Computer information systems concepts, operations, capabilities and applications in accounting and budget development and financial management
Working knowledge of Microsoft office products, including Excel, Word, Access, and PowerPoint
Principles and methods of supervision, evaluation, and training
ABILITY TO:

Read and apply legal and technical financial manuals
Compile financial and budget data
Independently perform and direct research, analyze complex financial and statistical data, and develop summary conclusions and recommendations for budgetary action
Interpret, apply and explain laws, regulations, policies, guidelines and practices pertaining to community college accounting and budgeting and financial matters
Establish budgetary control mechanisms to capture transaction details for analysis
Access and extract information from the District's computer information systems for review and analytical use; perform and develop computerized spreadsheets and other computer operations
Analyze financial data and prepare financial reports, forecasts and recommendations using generally accepted accounting principles
Establish and maintain effective and cooperative working relationships with others
Communicate effectively both orally and in writing
Operate calculator and microcomputer proficiently
Use spreadsheet, word processing and database software for data analysis and report creation
Plan, organize, and prioritize workloads, and meet schedules and timelines

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor's degree in business administration, with a concentration in accounting; four years of increasingly responsible professional-level accounting/budgeting experience which includes the preparation and analysis of financial operating and budget data, preferably in an institution of higher education with a budget of at least $50 million.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment
Exposure to computer screens

PHYSICAL ABILITIES:
Walking, standing or sitting for prolonged periods of time
Extensive use of computer keyboard