CLASSIFICATION TITLE: COLLEGE BUSINESS MANAGER

BASIC FUNCTION:

Under the direction of the Vice-President of Business Services, the College Business Manager is responsible for planning, organizing, and directing the fiscal activities of the college, assisting in budget development, and supervising appropriate campus personnel in those responsibilities. The College Business Manager coordinates and performs professional, technical, and managerial responsibilities related to the fiscal and budget operations of college business services.

REPRESENTATIVE DUTIES:

Plan, organize, and direct fiscal activities of the college including accounting, and financial reporting; serve as accounting officer for the college; advise administrators in fiscal matters. E

Assist with the development and management of the college’s tentative and adoptive budgets and develop and maintain various control systems, procedures and transactions to assure appropriate compliance with district and state guidelines for all college expenditures. E

Act as custodian of and be responsible for the accounting of all funds generated at the college or allocated to the college. E

Supervise and oversee campus business services such as the Bookstore, Food Services, Community Services, Student Business Office, and Publications, and appropriate personnel. E

Establish and maintain controls over all campus cash handling activities (receipts, disbursements, deposits, and bank reconciliations). E

Ensure control and reconciliation between student record system and cash collections and deposits. E

Work with appropriate district personnel to ensure compliance with procedures as written in the Administrative Services Procedures Manual and for functions related to accounting, classification of activity, monthly and year-end deadlines, and the development of internal and external financial reports. E

Ensure that various funds are utilized for their intended or legal purpose by reviewing the receipts and disbursements and verifying that all regulations, policies, procedures, and guidelines are followed. E

Direct, manage, and train employees and oversee functions of the college business office in coordination with all campus-based functions where funds are collected and disbursed, including the following: all cashiering activities for campus-based operations, including the collection and accounting of student fees, sale of services to students and public, collection of community services

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fees, collection of fines, Associated Student receipts, all class-related funds, gate receipts, and other deposits to trust and agency accounts; preparing for signature all campus emergency disbursement checks; distributing all checks (cash disbursements) on campus, including financial aid, payroll, refunds, etc.; processing and data entry of purchase order and check requisitions.  

Coordinate all cashiering activities and cash control procedures of college enterprise operations, e.g., Bookstore, Food Services, and vending services.  

Control and account for Associated Student financial operations and guide student officers in their responsibilities, serving in an advisory capacity.

Perform other tasks as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of accounting, budgeting, and auditing
- Various data processing applications for accounting, cash management, and financial management
- Fund accounting; cash handling procedures and controls, including retail store operations
- Supervisory principles and practices

ABILITY TO:

- Interpret and apply policies and procedures
- Perform complex and difficult financial analyses
- Perform operational and internal control audits
- Communicate effectively, both orally and in writing
- Work independently with little direction
- Establish and maintain effective working relationships
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work, meet schedules and deadlines
- Maintain records and prepare reports
- Organize, plan, operate and maintain an effective and efficient service operation

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in Business Administration, Accounting, or related field, or a valid license as a CPA, and a minimum of four years of fiscal management experience with at least three years in a supervisory capacity.
WORKING CONDITIONS:

**ENVIRONMENT:**

Office environment

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information