

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

COLLEGE ADMINISTRATIVE SERVICES OFFICER (CONFIDENTIAL/SUPERVISORY)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under the general direction of the Vice President of Administrative Services, assume responsibility for the day-to-day operations of the College financial, business, and related services including to assist in the organization, planning, coordination, and implementation of the fiscal and business activities of the department; performs supervisory, administrative, and highly skilled work related to Business Office functions including overseeing college general fund accounts receivable, college accounts payable, grant accounting, auxiliaries, co-curricular and associated students' trust fund management; provides daily oversight of related business functions including facilities rentals, mailroom, reception/communication desk, cash management, and financial reconciliations; provides appropriate fiscal support to and liaison with all College administrative departments; establishes procedures to ensure internal control, budgetary control, and the accurate classification of revenue and expenditure reporting; and ensure work quality and adherence to established policies and procedures.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional duties not listed, but within classification.

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for the fiscal and business activities of the College; direct and supervise the operations and staff of the College Business Office including financial, business, and cashiering functions, facilities rentals, mail services, and the reception/communication desk.
2. Establish schedules and methods for providing assigned business services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of business services staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of the assigned program budget; submit budget recommendations; monitor expenditures.
6. Assist the Vice President in campus budget development and preparation of financial and budget reports to campus, state, federal, and granting organizations; assist in the preparation of quarterly, mid-year, and annual financial reports and projections.
7. Analyze and review budgetary and financial data; monitor and process expenditures in accordance with established state, federal, District and College guidelines; coordinate with the District Budget Manager and ensure accurate receipts of all revenues for the College, including proper recording of restricted and unrestricted sources.
8. Conduct financial analysis and provide financial data as required for federal and state reporting; participate in and may supervise income estimation and analysis of revenue sources, expenditure forecasting, and reconciliation of budgetary data.

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9. Participate in formulating, writing, disseminating, communicating, and monitoring changes in financial policies, procedures, and reporting and control systems; provide training to campus staff on effective financial management and reporting methods.
10. Develop, revise, and oversee the creation and conveyance of training and information materials, such as procedure manuals, memoranda and bulletins regarding expenditure allocation, revenue generating activity and other fiscal matters; responds to staff questions and problems and takes corrective action.
11. Communicate with other managers, administrators, District personnel and contractors to coordinate activities, resolve issues and conflicts, and exchange information as appropriate; provide technical expertise, information and assistance for financial management, reporting and business related functions.
12. Assist in the preparation of Board recommendations related to contract and grant acceptance and monitor contractual compliance and renewals.
13. Supervise and participate in the analysis of accounts to assure conformance with audit guidelines; identify overdrafts, under-utilized funds and encumbrances; determine account status; recommend adjustments to meet District needs.
14. Advise the Vice President of unusual trends or problems and recommend corrective action.
15. Maintain records concerning operations and programs; prepare reports on operations and activities.
16. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of financial management; incorporate new developments as appropriate into programs.
17. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a college business services program.
- Generally accepted accounting and auditing principles and procedures including those related to governmental accounting.
- Principles of supervision, training, and performance evaluation.
- Financial management including budget, accounting, strategic planning, and research principles and practices.
- Development of systemic internal controls.
- Methods and techniques of comprehensive budget preparation, development and maintenance for a large organization.
- Financial analysis and projection techniques used in budget development.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases as well as computer systems and equipment used to prepare and control budget, accounting, payroll and research methodologies.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Coordinate and direct fiscal and business activities of the College Business Office.
- Supervise, organize, and review the work of assigned staff involved in financial, business, and cashing functions.

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- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies, and procedures for providing assigned business services.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Use an integrated administrative/financial system.
- Analyze complex information.
- Prepare financial reports.
- Facilitate process improvement.
- Plan and organize work to meet changing priorities and deadlines; consistently perform under the pressure of deadlines and other administrative demands.
- Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, District staff, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, economics, public administration, business administration or a related field. A Master's degree in accounting, financial, or a closely related field is desirable.

Experience:

Five years of increasingly responsible experience involving financial analysis or budgetary control of a program, department, school, or similar organization and that includes significant experience in the direct supervision of staff. Financial management experience in a public education institution desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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Adopted by Board of Trustees on June 21, 2016
Effective: June 22, 2016
Job Family: Supervisor