



**Business Manager**  
**Management Range: 21**  
Board Approved: 7/11/2019  
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*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; however, any additional duties will be reasonably related to this class.*

## **SUMMARY DESCRIPTION**

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Under the general direction of the Vice Chancellor, Fiscal Services, manages and coordinates the activities and operations of the Business Services Division, including the District's purchasing functions and contracts, fixed assets, management, warehouse operations, risk management and various budgeting and auditing functions. Assists with state reporting and annual audit requirements. Oversees financial functions of categorical and grant programs and the District's risk management program. Assists overall with budget and auditing functions, and advises District staff on financial matters and resource utilization.

## **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
2. Plans, directs, coordinates, and prepares financial and statistical reports and studies (IPEDS, MIS, etc.).
3. Assists in coordinating Property Management activities, including property manager relations, leasing agreements, and maintenance and improvement of facilities.
4. Serves as the responsible administrator for fixed asset accounting and ongoing management.
5. Provides assurance of compliance in fiscal matters in relation to the District's fiscal accountability.
6. Responsible for the District-wide asset surplus, disposal and donation programs.
7. Selects, trains, motivates, and evaluates assigned personnel.
8. Oversees and participates in the development and administration of the Business Services annual budget; participates in the forecast of funds needed; monitors and approves expenditures; and implements adjustments.
9. Provides assistance to District and college cost-center managers on financial management of approved budgets.
10. Receives, reviews and approves purchase requisitions and orders from all District sites; reviews, negotiates and signs purchasing contracts for various District services, supplies, equipment and materials.
11. Provides oversight for Capital Outlay and Revenue Bond Funds, including the preparation of schedules and reports for the Citizens Bond Oversight Committee, the annual compliance audit and other requirements.
12. Direct and administer the liability, risk and property management programs.
13. Review contracts for appropriate risk transfer and indemnification and provide the District and college with general guidelines for contract development.
14. Prepares various schedules, discussions and analyses to be included in the District's annual financial statements.



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15. Oversight of operations involved with ERP (Oracle), including project management, system testing and upgrades, District-wide training and maintenance.
16. Advises the Executive Vice Chancellor in legal, contractual, compliance and fiscal business matters.
17. Serves as the liaison for the Business Services division with other departments; negotiates and resolves sensitive and controversial issues. Serves as the liaison with the business community and local commerce leaders regarding contracting requirements and procedures governing the business services of the District.
18. Prepares Board reports with appropriate supporting material for the Executive Vice Chancellor's review and approval.
19. Serves on the District's Retirement Board of Authority monitoring Other Post-Employment Benefit obligations, liabilities and investments.
20. Administers the District's procurement card program, maintaining accounts, credit lines, and assuring user compliance.
21. Serves as the District's contact for state, federal, and local agencies in business and regulatory matters pertaining to college and District sites.
22. Serves as staff and work collaboratively with District and campus management on various committees including the Academic Calendar Committee.
23. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
24. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of purchasing, warehouse operations, risk management and business services.
25. Performs other duties as assigned.

## **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:**

- Principles, practices, policies, and procedures used in fiscal and/or business office operations.
- Principles and practices used in purchasing and contracts.
- Principles and practices used in financial analysis and research procedures.
- Pertinent laws, regulations, and policies governing the fiscal requirements of the California Community College system.
- Principles and techniques of management, organization, training, performance evaluation and supervision.
- Principles and practices used in professional accounting, budgeting and auditing.
- Principles and practices used in risk insurance and liability management.
- Methods and techniques of claim negotiation and administration.
- Methods and techniques of purchasing, contract negotiation and administration.
- Operations and services of a warehouse including shipping receiving procedures.
- State accounting and reporting requirements.
- Methods and techniques of statistical and financial reporting.



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- Pertinent federal, state and local laws, codes and regulations.
- Operational characteristics, services, and activities of a broad business services program within a community college district.

### **Ability to:**

- Plan, schedule, and coordinate a variety of financial and business related activities and meet deadlines.
- Plan, organize schedule, and direct the work of assigned staff.
- Review records and analyze and interpret financial data, draw conclusions and make recommendations.
- Direct and administer the risk, liability and property management program.
- Apply and interpret pertinent laws, regulations, and policies related to risk, accounting financial management systems.
- Provide leadership and technical assistance to others.
- Communicate effectively both orally and in writing.
- Effectively utilize computer systems and software in the performance of duties.
- Prepare concise reports and accounting and financial statements.
- Train others in specialized financial practices and procedures.
- Evaluation work methods and performance.
- Establish and maintain effective relationships with co-workers, vendors, District personnel, and campus personnel.
- Learn specialized software applications.
- Select, supervise, train and evaluate staff.
- Prepare clear and concise administrative and financial reports.
- Perform professional accounting, statistical and auditing work.
- Provide leadership in improving budgetary practices.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Interpret and apply federal, state, and local policies, laws and regulations.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles and they relate to business services functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contracted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

- A Master's degree from an accredited college or university in a related field. A Bachelor's degree and seven (7) years of experience in fiscal management, accounting, business services or related field can be used in lieu of the Master's Degree.



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**Required Experience:**

1. A minimum of five (5) years of increasingly responsible experience in general accounting, auditing, and financial management, including two (2) years at a supervisory level, preferably in a college or governmental setting.

**Preferred Experience:**

1. Experience in California Community College accounting and finance.
2. Possession a Certified Public Accountant license.
3. Experience in Risk management, contract analysis or administrative services in an educational institute.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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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.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.