

**FEBRUARY 2019**  
**FLSA: EXEMPT**  
**SALARY: S**  
**CBA DESIGNATION: CLASSIFIED MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**MANAGER, BUSINESS SERVICES**

**BASIC FUNCTION:**

Under the direction of the area administrator, is responsible for the quality, administration, and maintenance of the assigned area's budget operations.

**PROVIDES WORK OR LEAD DIRECTION TO:** Assigned District personnel and staff.

**REPRESENTATIVE DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs comprehensive and complex budget analysis, projections and reporting, and provides recommendations as appropriate to ensure compliance with financial goals and objectives.
2. Coordinates and facilitates budget development for grant implementation and compliance; submits monthly, quarterly and year-end reports and internal activity reports to maintain compliance.
3. Assists the area administrator in maintaining the position budget control system.
4. Supervises the filing of records, correspondence, and receiving reports.
5. Establishes goals and objectives for assigned areas of responsibility in concert with the strategic plan and administrative program review.
6. Supervises and evaluates assigned staff; establishes goals and objectives for assigned areas of responsibility in concert with the strategic plan and administrative program review.
7. Coordinates grants financial startup of new programs and services.
8. Oversees financial resources of standalone resources and ancillary programs including food services, bookstore, Early Childhood Services and Center for Social Justice.
9. Coordinates financial support and reporting for categorical grants including, but not limited to: DSPS, SSSP, Student Equity, EOPS, CalWORKs/TANF.
10. Coordinates financial support and reporting for department/program specific grants including, but not limited to: Nursing, Foster Youth, and Title V.
11. Manages State set-aside grants on behalf of the assigned area.
12. Performs other duties, related to the position, as assigned.

**EDUCATION AND EXPERIENCE:** : A bachelor's degree in business administration, accounting or related field; and five (5) years of progressively responsible experience in the area of accounting or budget administration including a minimum of two (2) in an administrative or supervisory position is required; or an equivalent combination of training and experience.

Experience within a community college or school district environment is preferred.

**LICENSES/CERTIFICATIONS:** None

**KNOWLEDGE OF:**

1. Methods, principles, practices, terminology, and procedures of governmental and generally accepted accounting standards.
2. Preparing budget spreadsheets and reports with results of analytical information.
3. Methods utilizing statistical analysis for financial information gathering, projecting and reporting.
4. The *California Community College's Budget and Accounting Manual*, Government Code, California Code of Regulations, Public, Title V Regulations, Education Code.
5. Computer software applications, including Excel, Access and Word.
6. The operation of business equipment, including computers, copiers, and calculators; English language and grammar.

**ABILITY TO:**

1. Provide leadership in the areas of budget development, budget monitoring and purchasing.
2. Assist with budget forecasting and development; procurement standards development and maintenance; maintain effective working relationships throughout the District.
3. Effectively plan, organize and coordinate to oversee and evaluate a complex and diverse program of budgeting and purchasing functions.
4. Reason and draw appropriate conclusions.
5. Communicate ideas and recommendations clearly and effectively both orally and in writing.
6. Conduct research and analysis, identify trends and forecast needs.
7. Provide leadership handling sensitive transactions.
8. Maintain an understanding of current ideas, trends, practices, laws, and regulations pertaining to the areas of responsibility for this position.
9. Maintain familiarity and assist in interpreting generally accepted accounting principles, governmental accounting standards, applicable codes/regulations, and federal and state regulations.
10. Ensure compliance with all applicable codes and regulations.

**CONTACTS:** Co-workers, other departmental, District, and college staff, other California Community College staff, trade associations and groups; vendors; Riverside County Office of Education, and State and Federal agencies.

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

**ENVIRONMENTAL ELEMENTS:** Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.