

**San Jose/Evergreen Community College District  
Supervisor Job Description**

**Position:** Business Services Supervisor

**Department:** Business Services

**Location:** District Office

**Date:** September 2006

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**POSITION PURPOSE**

Reporting to assigned administrator, the Business Services Supervisor oversees the daily operations of the business office and financial administration.

**NATURE and SCOPE**

The Supervisor of Business Services is responsible for efficient and effective financial management of a campus or equivalent business unit and communications with the District office. Advancement to this position would be through promotion based on compliance with the stated qualifications and a demonstrated ability to develop and implement accounting controls, prepare financial performance statements, conduct financial analysis, and supervise staff engaged in a variety of business transactions. Ensure accurate and timely production of general ledger, accounting and budget reports, prompt payment of invoices and issuance of statements for accounts receivable. Provide assistance to District personnel in implementation of accounting policies, procedures, and requirements. Facilitates development of and administers the approved operating budget for organization unit.

**KEY DUTIES and RESPONSIBILITIES**

1. Facilitates data gathering and preparation of annual operating budget proposals for the campus or business unit. Distributes worksheets and receives information from administrators, faculty, and staff on personnel, programs, equipment and supply needs, projects, etc., then organizes information in accounts for further review.
2. Provides training and technical expertise to administrators, faculty, and staff for budget development and assists in resolving issues and conflicts on expenditures and budget.
3. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures.
4. Sets up procedures for monitoring approved budgets, including special funds and grants.
5. Prepares budget transfers or journal vouchers for corrections and/or adjustments to the budget. Reviews expense requisitions for compliance, analyzes variances and resolves variances with Department Heads.
6. Conducts special financial research or analytical studies to assist administrators in the formulation new policies and planning of new or revised programs.
7. Monitors the financial performance of special projects, funds, and grants, preparing mandated compliance reports as required.
8. Receives, reviews, and approves purchase requisitions for appropriateness and budgetary compliance. Verifies completeness of information, then forwards requests to a centralized purchasing office for action.
9. Receives, reviews, and approves requests for checks, warrants, claims, and reimbursement for expenses.

10. Oversees and prepares financial performance statements for the operating budget of the assigned campus/operating unit. Coordinates financial information flow with the District office and participates with preparation of general ledger and other summary documents.
11. Accounts for fixed assets of the campus/operating unit.
12. Supervises and coordinates facility use requests by outside agencies and internal departments.
13. Oversees and prepares periodic financial statements for fund/student accounts, grants, and other special programs. Reviews transactions, approves advances and loans for books and supplies, reconciles special accounts, and disburses checks to financial aid recipients or others.
14. Acts as campus internal auditor to audit financial data and documents to assure accuracy, completeness and compliance with district policies and procedures and applicable government regulations. Develops and maintains document trails to support internal and external audits.
15. Receives and verifies payroll and related information, forwarding on to a centralized payroll function for processing. Verifies budget line item codes, overtime, and payroll allocations such as paid time off.
16. May perform certain financial aid duties such as develop payment plans for students accessing eligible student body funds, bill and receive funds for course attendees,
17. Conducts various financial studies to support budget, project, and grant proposals.
18. May perform certain property management functions such as leasing, use scheduling, fees, and billing to outside users. Receives and/or initiates requests for facilities maintenance.
19. Performs other duties and responsibilities as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Structure and format of relational databases used for financial, administrative, and student information.
2. Accounting and auditing principles and practices.
3. Theory and practices of cost accounting and governmental accounting.
4. Principles of supervision, training and performance evaluation.
5. Modern and complex principles and practices of financial recording keeping and reporting.
6. Analysis and research methods and techniques, as related to finance and accounting.
7. Data processing applications.
8. Pertinent Federal, State, and local laws, codes and regulations.
9. Interpreting and explaining District policies and procedures.
10. Preparing and interpreting complex fiscal records and reports.

### **Skills and Abilities:**

1. Operate assigned equipment.
2. Using software for computer based accounting, budge and data systems.
3. Preparing clear and concise reports.
4. Communicating clearly and concisely, both orally and in writing.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Motivational and mediation skills preferred.

**Education and Experience:**

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Equivalent to Bachelor's degree from an accredited institution with major course work in accounting, finance, business administration or a related field.
3. Five years of increasingly responsible accounting and budgeting experience, preferably in a public agency.

**Working Conditions:**

1. Typical office environment.

Date Approved: 9/06  
Salary Range: S130  
EEO-Category: 2B2 – Other Professionals