

BARSTOW COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

CLASS TITLE: BUSINESS OFFICE MANAGER

BASIC FUNCTION:

Under the direction of the Assistant Superintendent for Administrative Services, plan, organize, supervise and participate in complex District financial and statistical record-keeping activities and operations and fixed asset programs; assist with budget preparation and control; prepare State budget reports; monitor cash flow and perform budget transfers; train, supervise and evaluate assigned personnel; maintain accounts receivable, general fund revenue, revolving cash fund and cash clearing account; prepare and assist in the preparation of financial statements, budgetary documents, and various records and reports; assure smooth and efficient operation of the District accounting and fiscal services office.

REPRESENTATIVE DUTIES:

Plan, organize, supervise and participate in complex District financial and statistical record-keeping activities and operations and fixed asset programs. *E*

Assist with budget preparation, monitoring and control; prepare State financial reports reporting current year's budget and expenditures and the next year's budget; monitor cash flow and perform budget transfers as requested. *E*

Assure smooth and efficient operation of the District accounting and fiscal services office; determine best course of action to resolve issues following guidelines, policies, and precedent; provide guidance and assistance to Business Office personnel; substitute for absent fiscal services personnel as needed. *E*

Train, supervise and evaluate the performance of assigned accounting clerical personnel; monitor and adjust work flow and assignments to meet established time lines; supervise payroll and cashiering functions. *E*

Classify and deposit general fund monies with the County Treasurer, providing for general desk audits; maintain the revolving cash fund, cash clearing account and other District funds, ledgers, and journals; report these funds to the County Schools Office, and reconcile accounts with County Schools Office. *E*

Prepare and maintain a variety of financial and statistical records and reports related to accounts receivable and payable, general fund revenue, revolving cash fund, and cash clearing accounts. *E*

Plan and coordinate accounting procedures in preparation for and the conduct of District audits; maintain ledgers and computer files for general fund income and accounts receivable. *E*

Prepare financial and statistical data as needed; gather, assemble, prepare, and verify accuracy of data and records for consultants and auditors; perform internal audits as needed. *E*

Assure Business Office income and expenditure records are prepared and maintained in accordance with District, County, State, and federal policies, codes, laws, and regulations. *E*

Communicate with District departments and outside vendors, agencies, and County and State offices to answer questions, obtain information and resolve issues; provide information concerning related accounting functions including assistance with questions, reports and budget issues. *E*

Operate a variety of office equipment, including a computer terminal, typewriter, calculator, cash register, postage meter, date stamp, fax machine and copier. *E*

Serve as a member on various College committees and teams.

Meet on a regular basis with supervisory/administration personnel for planning, idea sharing, issue resolution, operational communications within own functional area.

Participate in staff development activities for management/administrative personnel.

Serve as campus evening supervisor on a rotational basis with other administrative/management personnel.

Perform other work related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

and procedures related to comprehensive accounting activities and operations and the control of District funds.

and procedures related to applicable sections of State Education Code and other applicable laws. accounts receivable and payable, general fund revenue, revolving cash fund, and cash clearing accounts.

General ledger accounting required to perform journal and adjusting entries.

ances, and

basic operations and responsibilities of each function in the Business Office.

Preparation of comprehensive accounting reports.

Principles and practices of supervision and training.

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer terminal.

ABILITY TO:

financial
ograms.
ration of a variety of

comprehensive accounting reports.

- Train, supervise and evaluate assigned personnel.
- Assist with complex budget preparation and control.
- Assist in the preparation of State budget reports.
- Monitor cash flow and perform budget transfers.

related financial records.
dures and operations.

Apply applicable sections of State Education Code and other applicable laws.

ing guidelines,

Analyze and verify financial and statistical data and resolve issues.

tures and

- Operate a variety of office equipment including a computer terminal.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Type at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college course work in accounting or related field and four years of increasingly responsible financial record-keeping experience in the preparation and maintenance of automated financial accounts, records, and reports.

WORKING CONDITIONS:

ENVIRONMENT:

Accounting office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

Sitting for extended periods of time, bending, kneeling and reaching to retrieve files, light lifting and carrying up to 20 pounds, climbing to retrieve files in storage, and dexterity of hands and fingers to operate office equipment.

HAZARDS:

Occasional interaction with dissatisfied or abusive students, instructors, and employees.

CONDITIONS OF EMPLOYMENT:

A full-time, 12-month, classified management position. Indexed to placement on the Management Salary Schedule at a Manager II level. This position is subject to evening hours and weekends.

Board approved: 12/9/98

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