

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



CHIEF BUSINESS OFFICER

FLSA: EXEMPT

POSITION DESCRIPTION: Perform highly responsible administrative work as chief business officer/chief financial advisor to the CEO. Work involves the establishment of monetary policy and the review of all financial aspects of the District. Responsible for the organization and administration of the fiscal and business affairs of the District. In addition, is responsible for long-range strategic financial and operational planning and budget development. Works closely with the Vice President, Administrative Services at El Camino College.

ESSENTIAL DUTIES/FUNCTIONS:

- Serve as financial advisor to the CEO and assure the integrity of financial accounting and reporting, while acting as custodian of all financial records and contracts for the District.
- Plan, organize and direct the Fiscal Services Division.
- Assure financial solvency of the District; establish monetary policy; develop business operating procedures.
- Act as the Chief Budget Officer for the District in development of the annual budget. Assemble final budget for submission to the CEO; manage all phases of budgeting, to include control, development and revision.
- Act as Investment Officer for the District; monitor and review all investment activity; assure compliance with the District's investments policy and public funds investment laws, report investment activity to the CEO on a regular basis.
- Represent the college at a variety of meetings, committees and conferences.
- Solicit funds to support special interest programs and services of the District from industry, organizations, and individuals within the college community.
- Manage the Fiscal Services Division; assure proper control of warrants and signatures; direct activities necessary for payment of salaries to employees of the District.
- Develop, monitor and control the various funds of the District budget; calculate and compile income for the budget; review and interpret legislation affecting the budgeting process.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
- Provide technical assistance and respond to inquiries of District staff regarding various fiscal matters; serve as liaison between the District and Superintendents of Schools.

ESSENTIAL DUTIES/FUNCTIONS(Continued):

- Coordinate accounting functions with various divisions; oversee accounts payable function to assure prompt payment of invoices.
- Coordinate the collection of fees and tuition with other departments as appropriate.
- Direct the preparation of and prepare a variety of federal, State and County financial reports; assure reports are filed in a timely manner; maintain related files; prepare cost analysis reports; submit reports to appropriate Board, department or agency; maintain current knowledge of accounting and reporting requirements of specially-funded projects.
- Operate a computer and other office equipment as assigned.
- Communicate with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Manage the Fiscal Services Division in preparation and control of the annual District budget, monthly financial statements, collection and disbursement of funds and dissemination of fiscal information to the Campus community.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Budget preparation and control.
- Accounting, budget and fiscal practices and procedures.
- Budget concepts, principles and practices.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Federal/State/Local Laws and court decisions relating to California school accounting, financial transactions/reporting/compliance requirements.
- Principles and practices of financial management, personnel management.
- Principles of business law and contracts.
- Principles and techniques of management analysis and program evaluation.
- Purpose, functions, policies, operating systems, and programs of administrative units of the District.
- Governmental agencies, legislative processes, personnel, funding processes/requirements.

ABILITY TO:

- Supervise and evaluate the performance of assigned staff.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical report.
- Read, analyze and interpret complex and detailed verbal narrative and statistical data using good judgment.
- Work cooperatively with colleagues and staff at all levels.

REQUIRED QUALIFICATIONS:

- Graduation from an accredited four-year college or university with a Bachelor's degree in finance, accounting, business administration or related field **AND**
- Five years in an increasingly responsible accounting or finance experience in a full-time, paid management or administrative-level position with responsibility for managing/administering the business operations of a public agency or private organization.

WORKING CONDITIONS:

- Travel within and outside of the District in performing responsibilities and functions.
- Work under tight deadlines.
- Hear and speak to exchange information.
- Use hand, wrist and finger dexterity to operate a variety of office equipment.
- Lift up to 25 pounds.