

Job Description

JOB TITLE: DIRECTOR OF BUDGET & FINANCIAL PLANNING

PAY GRADE: CS 24

LAST REVISED: JANUARY 2019

*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. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under administrative direction of the Vice President of Administrative Services, plans, prepares, analyzes, forecasts, reports, and monitors the District's annual operating budget; directs, manages, supervises, and coordinates activities and operations of an assigned area that may include accounts receivable, accounts payable, payroll, cashiering, general ledger, and purchasing; coordinates assigned activities with other divisions, departments, external auditors and outside agencies; and provides highly responsible and complex administrative support to the Vice President of Administrative Services.

REPRESENTATIVE DUTIES

The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Oversees and manages the development and administration of the District's annual operating budget; provides support and oversight of the budget development calendar; makes recommendations for improving the budget development process and the allocation of resources; prepares and maintains the District's annual financial plan and performs the highest level analysis and projections of overall District finances.
2. Monitors and analyzes changes in State funding formulas and regulations; develops complex modeling to forecast revenues and the associated impact on the District budget.
3. Leads and coordinates district-wide planning related to Student Centered Funding Formula (SCFF), with participation from Instruction, Student Services, Institutional Research, and other college offices and divisions. Key areas of focus:
 - a. Outcome Data—develop and maintain a database of all factors affecting SCFF calculations to allow accurate and timely analysis.
 - b. Projections—develop and implement accurate and reliable models to project trends and changes in SCFF-related metrics and overall funding levels.
 - c. Identifying Effective Practices—leverage outcome data and program analysis to identify activities and services that advance the District's educational mission and also improve performance under the SCFF.
4. Closely monitors position control/position tracking; maintains detailed and complex projections of labor and benefit costs to ensure accurate budgeting of total personnel expenditures; projects long term impact of labor agreements; forecasts budget impact of statutory and pension rate changes.
5. Oversees and assists in establishing other operational budgets; approves budget adjustments as appropriate and necessary; performs trend and variance analysis in support of budget operations and

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reporting.

6. Prepares preliminary and multi-year budget reports to assist with the allocation of resources and long term planning; prepares formal budget documents for Board approval; maintains historical financial reporting and budget materials.
7. Uses a variety of data analytical tools to analyze complex statistical, financial and other data in order to prepare a wide range of budget and financial reports that inform decision making and support District operations; provides assistance and advice in interpreting financial and statistical results.
8. Serves as a financial resource for Collective Bargaining negotiations supporting the District and collective bargaining leadership; provides financial projections of wage increases, payouts and benefit costs; models projections of available resources; develops, calculates and maintains the allocation formula, surpluses, balances and Unit/District allocations.
9. Assumes management responsibility for assigned financial accounting services and activities which may include accounts receivable, accounts payable, payroll, cashiering, general ledger, budget control records, insurance requirements and contract review, special funding and preparation of financial performance statements. Assists with the coordination of fiscal year end and closing activities.
10. Manages the development and implementation of departmental goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
11. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
12. Plans, directs, coordinates, and reviews the work plan for accounting staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
13. Selects, trains, motivates, and evaluates accounting personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
14. Reviews financial record-keeping procedures, techniques and methods; recommends and implements new or improved procedures and techniques, assuring efficiency and compliance with District policies and applicable government regulations.
15. Assures protection of assets by developing, coordinating and overseeing administration of internal accounting policies, controls and procedures governing financial activity; ensures separation of activities, access to and accounting of assets, and proper execution of transactions.
16. Audits financial data and documents to assure accuracy, completeness and compliance with District policies and procedures and applicable government regulations; recommends changes to policies and procedures that improve internal controls.
17. Develops, analyzes, and prepares a variety of reports for management, county, state, and federal agencies; ensures compliance with accounting and legal requirements.
18. Prepares periodic reports of revenue and expense performance, account balances, cash balances, and other accounts; prepares periodic performance reports such as estimating cash flow for current and anticipated administrative commitments.
19. Monitors and analyzes the utilization of funds, including those from general, grant, capital, and other sources.

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20. Directs, participates in, and ensures proper year-end processing of the general ledger accounts for year-end financial reporting as related to functional areas of responsibility.
21. Assists with, and coordinates activities connected with audits performed by independent auditors; coordinates documents, answers questions and prepares requested reports.
22. Develops 'pro forma' statements to support decisions on new programs, grants, and long term financing; researches and extracts data from records of financial transactions in fund, project, or general ledger accounting systems.
23. Oversees and reviews major contracts, leases, agreements, for adequacy and compliance with policies and procedures
24. Assists in the development and enhancement of automated accounting and financial information systems, including those that are part of integrated data management programs.
25. Serves as a resource for questions regarding budgets, accounts and related information; provides technical expertise and direction regarding accounting issues and discrepancies; develops and maintains processes to assist department and program leaders to understand financial position with respect to business plan goals and objectives.
26. Monitors cash flow and fund balances; anticipates cash needs and timing of receipt of funds; determines proper timing for borrowing on Tax Revenue Anticipation Notes to meet District cash flow requirements.
27. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
28. Provides responsible staff assistance to the Vice President of Administrative Services; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to accounting programs, policies, and procedures as appropriate.
29. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of accounting; incorporates new developments as appropriate.
30. Performs related duties as required.

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:

Operational characteristics, services, and activities of a comprehensive accounting and financial management program for higher education.

Generally Accepted Accounting Principles (GAAP).

Principles and practices of accounting, auditing and finance for higher education and public sector and familiarity with Governmental Accounting Standards Board (GASB).

Methods and techniques used in financial analysis and research.

Insurance guidelines, compliance requirements and best practices

Contract law for the State of California, contract analysis and review

Principles and procedures of financial record keeping and reporting.

Principles and practices of program development and administration.

Office procedures, methods, and equipment including computers and applicable software applications such

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as word processing, spreadsheets, and databases.

Advanced mathematical principles.

Principles and practices of budget preparation and administration.

Methods and techniques of customer service.

Principles of business letter writing and report preparation.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations governing financial transactions.

Ability to:

Oversee and participate in the management of a comprehensive accounting program.

Oversee, direct, and coordinate the work of assigned staff.

Select, supervise, train, and evaluate staff.

Participate in the development and administration of departmental goals, objectives, and procedures.

Prepare and administer large program budgets.

Conduct technical research and complete complex mathematical and statistical computations.

Prepare clear and concise administrative and financial reports.

Continued: Ability to:

Analyze accounting data and prepare financial statements.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

, and database applications.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree or higher from an accredited college or university with major course work in accounting, finance or business administration

Experience:

Eight years of increasingly responsible experience in accounting systems and operations and financial reporting including three years of management and administrative responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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 walk, 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.



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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.