Job Title: Director Budgets  
Department: Financial Services  
Grade: N  
FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Plans, manages, directs and coordinates activities related to developing and preparing the College budgets and maintaining the budgets after State, County and Federal approval. Coordinates assigned activities with other divisions and departments and outside organizations and provides highly complex staff assistance to the Executive Director for Budgets and Payroll.

Characteristic Duties and Responsibilities:

1. Performs budget management, tracking and reporting for $190 M+ annual budget process. Reviews all budget submissions to ensure that all expenditures are in accordance with state, federal and county guidelines. Prepares bi-annual budget presentations for the Finance Committee of the Board of Trustees providing information in booklets and PowerPoint presentation. Monitors state and county budget expenditures to assure that all funds are fully utilized prior to the end of the fiscal year.
2. Develops, directs and oversees the department’s work plan, operational procedures and guidelines. Implements new programs and projects. Recommends departmental goals, objectives and assists in the development and implementation of policies and procedures. Evaluates departmental operations and activities, recommend improvements and modifications. Interprets, applies and ensures compliance with college policies and procedures, federal and state laws and regulations pertaining to evaluations, admissions and disclosure of student information.
4. Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee recognitions, terminations and other employment actions.
5. Investigates complaints and recommends corrective action as necessary to resolve problems. Answers questions and provides information to the public. Responds to the most complex requests for information, assist students and staff with research information, verification and problem solving.
6. Assists the Executive Director in budget development, all external and internal reporting including but not limited to annual DCC2-1, cash certification requests, internal reporting to senior management and Board of Trustees, budget presentations and training to faculty and staff.
7. Provides oversight for Learning, ESS, IT and Facilities budgets.
8. Supervises and provides direction to assigned staff.
9. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. May 2013
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Reporting Relationships:

Direction Received: Reports to the Executive Director, Budgets & Payroll

Direction Given: Direct supervision and evaluation of work as a first-line supervisor over assigned Budget Staff and FA for Facilities. Indirect supervision & evaluation of budget related work over FA’s in Learning, ESS, & IT divisions.

Minimum Requirements:
Bachelor’s Degree from a regionally accredited institution in Accounting, Finance, or Business Administration and 6 years of increasingly responsible experience in developing and administering accounting or financial work, including two years in a supervisory capacity

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge and understanding of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs

Knowledge and understanding of principles and practices of organization, administration, and personnel management (supervision, training and performance evaluation)

Thorough understanding of budgeting procedures and techniques

Knowledge of generally accepted accounting and auditing principles and practices, payroll procedures, tax laws and federal and state tax reporting

Excellent communication skills and demonstrated ability to provide leadership, teamwork and customer focus

Working Conditions:

Typical office environment

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