Job Description

Job Title: Supervisor Budgets and Construction Accounting
Department: Financial Services
Date: May 2005

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:

Monitors, leads and coordinates activities related to Budgets and Construction accounting, including developing and preparing the college budgets for maintenance of the budgets after State, county and Federal approval. Coordinates assigned activities with other division, departments and outside organizations. Provides highly complex staff assistance to the Director of Budgets.

Characteristic Duties and Responsibilities:

1. Supervises daily budget operations, tracking and reporting for $170M+ annual budget processes
2. Reviews all budget submissions to ensure that all expenditures are in accordance with county, state and federal guidelines.
3. Assists with preparation of bi-annual budget presentations for the Finance Committee of the Board of Trustees by providing information in booklet and PowerPoint slides.
4. Works with the Director of Budgets to monitor state and county budget expenditures to assure that all funds are fully utilized prior to the end of each fiscal year.
5. Assists the Director of Budgets with development of the department’s work plan and operational procedures and guidelines for new programs and projects.
6. Recommends goals and objectives for the department and assists in implementation of action plan.
7. Evaluates departmental operations and activities; recommends improvements and modifications.
8. Assists the Director in interpreting, applying and ensuring compliance with college policies and procedures, federal and state laws and regulations pertaining to evaluations, admissions and disclosure of student information.
9. Participates in recommending the appointment of personnel
10. Assists in providing and coordinating staff training; assists staff with plans to correct deficiencies.
11. Supervises departmental staff including disciplining, making recommendations on hiring and termination decisions, and executing performance development plan.
12. Investigates complaints and recommends corrective action as necessary to resolve problems.
13. Answers questions and provides information to the public; responds to complex requests for information; assists students with research information, verifying of information and solving problems.

Reporting Relationships:

Direction Received: Reports to the Director of Budgets and Construction Accounting
Direction Given: Responsible for supervision of student or temporary employees, non-exempt employees and professional employees in the department
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Minimum Requirements:
Bachelor’s degree in accounting or related field; 4 to 6 years of budgeting or accounting experience

Knowledge, Skills, Abilities and Worker Characteristics:
Knowledge and experience of accepted accounting principles, practices and auditing guidelines
Expertise in budgeting procedures and techniques
Knowledge of principles and practices of organization, higher education preferred
Demonstrated supervisory skills
Strong communication, organizational and interpersonal skills
Ability to work with individuals from diverse educational and socio-economic background

Working Conditions:

Typical office environment; may experience occasionally discomfort from extensive use of a computer terminal