



DIRECTOR, BUDGET OPERATIONS

DEPARTMENT: Business Services

COLLEGE: Central Services

SALARY GRADE: [A2/A3 - J](#)

POSITION PURPOSE:

Reporting to the Executive Director, Fiscal Services, coordinates the development of, and monitors, the budget process and policy so as to provide accurate, timely, and useful financial history and projections to the Board and administrators for making financial decisions.

NATURE and SCOPE:

This position is responsible developing the annual budget and implementing budget policy; applying it to new situations; and determining if precedent applies. Monitoring grant reports for completeness and accuracy and supervising grant related accounting.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Develop and prepare the annual budget. Develop budget assumptions; meet with Administrators to develop budget strategies and assumptions; work with the Budget Advisory Committee in budget analysis; obtain, analyze, and review cost estimates; analyze personnel budget; prepare tentative and adopted budget documents; maintain documentation on the budget approval process and revisions.
2. Develop and establish the budget calendar.
3. Develop, recommend, communicate, interpret, and implement budgetary policies and procedures.
4. Communicate financial information to the Board and Administrators.
5. Assist the District negotiating team by providing budget related analysis.
6. Develop benefit rates in consultation with the Human Resources Office.
7. Oversee the budget balancing process in the Finance and Human Resource systems; reconcile the budget with Federal, State, and local agency reports.
8. Oversees the preparation of budget reports to the Board.
9. Create a variety of reports/analyses for meetings, including developing budget scenarios, analyzing trends, and suggesting solutions.
10. Prepare quarterly reports, balance revisions and transfers, balance inter-fund transfers, prepare quarterly report documents, and develop projections for future spending.
11. Maintain grant procedures and provide training in all phases of accounting for grant program budgeters.
12. Assist grant writers in the budget development and grant submission process.
13. Serve as a lead in the Budget Advisory Committee and other committees as necessary.

14. Supervise the Budget and Grants staff.
15. Work closely with the California Community Colleges Chancellor's Office, and other state and federal agencies, on budget and grant related matters.
16. Support, implement, and promote compliance with the District's Diversity Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.
17. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
18. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Applicable sections of the California State Education Code and Government Code and items outlined in the State Chancellor's Budget and Accounting Manual, including titles that impact the business aspects of education.
2. Principle of accounting, payroll, budget and audit, including current accounting principles in a governmental educational setting; items outlined in the State Chancellor's Budget and Accounting Manual; Principles of business and financial systems analysis.
3. Computerized accounting systems.
4. Principles of supervision.
5. District's financial status.
6. Familiar with governmental funding, educational, and/or non-profit systems.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Analyze computerized accounting and budget data and understand the District's financial status.
3. Competence in spreadsheets and word processors.
4. Communicate effectively both orally and in writing, including strong presentation skills.
5. Ability to make presentations before large and small groups.
6. Reasoning and problem solving skills.
7. Develop and implement strategic planning processes.
8. Interpret and apply rules, regulations, policies and procedures.
9. Leadership/Management/Supervisory skills.
10. Organizational/time management/problem solving skills.

Education and Experience:

1. Bachelor's degree in Accounting or other related field.
2. Strong background in business and budgeting, preferably in the public sector, including experience with the application of various budgeting models.
3. Three (3) to five (5) years of increasingly responsible professional accounting and budgeting experience.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Revised: July 2002; Revised: February 2014

Ed Code: H-11

Creditable Service: PERS