STATE CENTER COMMUNITY COLLEGE DISTRICT
ASSOCIATE COLLEGE BUSINESS MANAGER

DEFINITION

Under direction manages centers (or assists with a campus) finance, plant operations, business functions, police services, and facility utilization services.

DISTINGUISHING CHARACTERISTICS

This is a management position, exempt from overtime provision of the Fair Labor Standards Act, with responsibility to assist with the formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, layoff, recall, promotion, and termination.

EXAMPLES OF DUTIES

Responsibilities include assisting with the development and direction of the accounting program to insure the maintenance of accurate records, recording the receipt/expenditure of funds for all accounts; developing recommendations of improvement of operations in the business office; providing administrative advice, assist with the approval and monitoring of purchase requisitions and capital outlays; coordinate with the Personnel Commission and District Human Resources Office in hiring classified personnel and maintaining records of time and attendance; assists with maintaining, repairing and the security of college grounds and facilities; responsible for the inventory of equipment, police and security, parking services, collection of data and assist with the coordination of the budget, the telephone and mail services, and other related areas as needed.

EMPLOYMENT STANDARDS

Education: Bachelor’s degree in Business or a related area.

Experience: Responsible experience in budgetary analysis, control, accounting, and business management for a business, governmental or educational organization.

Knowledge and Abilities: Knowledge of management and accounting systems, data processing procedures, program budgeting, management techniques, applicable Education and Administrative Code sections, California Schools Accounting Systems Manual, building maintenance and operations, facilities utilization, and police services. Skill to develop a budget, recommend classified personnel procedures and purchasing procedures, supervise of employees, analyze and maintain accounting and budget systems. Ability to assign, monitor, and evaluate the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and public. Ability to learn and apply college and district policies and procedures.