

## BUSINESS SERVICES SUPERVISOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Supervisory	77	10/01/07	Classified	1 of 2

**DEFINITION:** The Business Services Supervisor supervises, coordinates and assists in the daily operations of the College Business Office functions and provides detailed and high-level professional fiscal analysis reports in support of fiscal management of categorical and non-categorical budget allocations.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Supervises and coordinates the daily operations of the College Business Office functions, including payroll, human resources, accounting, facilities and other assigned functions.
- Monitors and maintains categorical and operating budgets, including the preparation of reports and providing financial analysis of all categorical programs; provides support to departments in the management of operating budgets.
- Develops budgets for new and existing grants based on goals and objectives, including the preparation of cost analysis for projects and sets up budgets accordingly.
- Assists in year-end closing by preparing adjusting entries for college operating and categorical budgets; provides year-end fiscal reports for categorical funds.
- Supports Business Director by providing information and consultation on issues, designing forms, charts, or spreadsheets as requested.
- Monitors expenditure reports and financial statements; identifies variances and provides reports on historical trends or discrepancies.
- May assist the College Foundation in bookkeeping functions, account reconciliations, and preparation of financial reports.
- Assists in selecting new staff, trains, evaluates and provides work direction to assigned staff; develops work schedules, prepares and conducts performance evaluations; recommends and documents corrective action as required.
- Approves invoices for payment, and checks all submitted vouchers, personnel requisitions, journal entries and budget transfers for accuracy.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Principles, practices and procedures of budgeting and accounting; non-profit organizational fiscal regulations; federal, state and local laws, ordinances, codes, and regulations affecting the accounting and financial systems of the District; research, statistical and forecasting methods used in accounting analysis and management; manual and computerized fund accounting systems; principles of supervision.

**Ability To:** Multitask and resolve issues with little or no supervision, develop and coordinate processes; hire, train, and supervise; schedule and evaluate staff; interpret and apply District and College policies; establish and maintain effective working relationships with those contacted in the course of performing duties; communicate effectively, both orally and in writing.

**Education/Training:** Equivalent to a Bachelor's degree from an accredited college with major course work in accounting, business administration, or related field.

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**Experience:** Experience performing professional and responsible accounting duties including one year of lead or supervisory experience.