

PERALTA COMMUNITY COLLEGE DISTRICT - September 30, 2010

CLASSIFIED MANAGEMENT JOB DESCRIPTION

**BUDGET DIRECTOR
(Management Salary Range 2)
Job Code: 760**

CLASS PURPOSE

This position reports directly to the Vice Chancellor of Finance and works collaboratively with the College Business Managers on fiscal matters.

Under the general direction of the Vice Chancellor, the Budget Director is responsible for the administration and supervision of the District's accounts payable and accounting services. The Budget Director monitors the daily business and financial operations and is responsible for providing support for budget development and oversight of the execution of the annual final budget.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Coordinates the development of the District budget, overseeing the technical implementation of the budget process; assists in the development, maintenance and analysis of the allocation formula or other calculations utilized in the allocation of funds within the District.
- Meets regularly with the college Business and Administrative Services Managers and makes recommendations on matters of budget development, implementation and administration.
- Monitors changes in State funding formulas and regulations and applicable effects upon the District's budget.
- Applies principles of Education Code and State budget and accounting policies to District budget processes and procedures. Makes recommendations for improved budget development, control, analysis, and allocation of resources. Provides leadership and assistance in the preparation and expenditures of the colleges' annual operating budget.
- Coordinates with others to maintain, analyze and revise position control records and benefit rate tables to assure accurate personnel costs and budgeting.
- Develops and establishes the District's budget calendar. Assists the District's negotiating team by providing budget related analysis.
- Coordinates financial processes, such as electronic approvals of budget and expenditure journals, system security, creation of various journal types and detail codes.

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- Maintains historical and current materials related to the District's budget as well as the funding and allocation formulas. Assists with the coordination of fiscal year end closing activities in conjunction with budget development activities.
- Represents the District at state and national meetings and conferences dealing with budget issues.
- Serves on District budget-related committees.
- Uses a variety of spreadsheet and other data access tools to analyze complex statistical, financial, and other data in order to research, analyze and prepare budget and financial data related to budget status; budget information and prepare a variety of reports, identifies and analyzes significant budget to actual variances.
- Responsible for providing information to independent auditors.
- Performs other duties as assigned by the Vice Chancellor for Finance.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree from an accredited college or university in business or finance with a major concentration in accounting or related field. Two years of related employment experience may equate to one year of full time education.
2. Three (3) years of comprehensive and increasingly responsible management experience in budget and accounting or finance administration or a related field.
3. Knowledge of generally accepted accounting principles (GAAP), practices and methods, including knowledge of governmental accounting.
4. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
5. Commitment to participatory governance.
6. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

- A Master's Degree from an accredited college or university in business, accounting or a related field, or a C.P.A. license.
- Knowledge and experience in public finance and business administration.
- Evidence of the ability to work effectively as a team member with top level management.
- Evidence of a successful working relationship with managers, faculty, staff, students and members of the community.
- Effective communication and conflict resolution skills.
- Experience in, knowledge of or the ability to understand the following:

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- The relationship and interaction of a community college and various community special interest groups.
- The technicalities of budgeting and the relationship of finance to the District operation in a multi-campus district.
- The Education Code and other State, Federal and local regulations as they apply to the management of a college and its special programs.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13