

Bond Budget Controls Manager

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials/Administrators	Management	M2	05/31/07	Classified Administrator	1 of 1

DEFINITION: Under direction of the Associate Vice Chancellor/ Chief Financial Officer and in concert with the Chief Facilities Planner the Bond Budget Controls Manager is responsible for budget/cost controls for all Measure A Bond related projects.

DISTINGUISHING CHARACTERISTICS: The Bond Budget Controls Manager will develop initial project programming, monitor project expenditures, project cost to construct, and escalations costs. The Bond Budget Controls Manager will be responsible for all bond budget management.

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

- Coordinates the planning, development, and execution of general obligation bond projected cost of construction and expenditures through working closely with the Chief Facilities Planner and the Project Managers.
- Reviews budget formulation and allotment management in relationship to project program.
- Establishes and implements budget/cost control procedures for small and large scale bond funded construction projects.
- Develops, tracks, reviews, and analyzes cash flow projections for bond funded construction projects.
- Prepares senior level management reports, including detailed breakdowns and reports based on orders, invoices and expenditures.
- Analyzes and projects overall master bond funding program.
- Develops in concert with the Accounting Department proper general ledger codes in compliance with Budget and Accounting Manual for all bond funded projects.
- Works with the Accounting Department and Chief Facilities Planner to coordinate projects with multiple funding streams that include bond funding.
- Ensures that proper procedures for budget controls are adhered to in spending bond funds and that documentation is completed for all programming of bond funds, transfer of budgets, and project cost augmentations.
- Reviews, analyzes and makes appropriate recommendations with respect to the finalizations of bond budget performance reports through analyzing variances between approved budgets and actual expenditures.

MINIMUM QUALIFICATIONS:

Knowledge Of: Computer financial management systems; word processing and reporting programs; project cost analysis methods; project cost projection; computer spreadsheet programs; and cost control and budget management principles.

Ability To: Organize, implement and direct complex management activities in the area of budget development, analyze, evaluate, report and project costs, commitments, and budgets; establish priorities and plans, coordinate and monitor own work and those under his/her supervision; make sound financial recommendations; effectively communicate in writing and orally; maintain effective working relationships with project managers, Accounting Department, facilities staff, and college personnel; and conduct independent research and analysis.

Education/Training: Equivalent to at least an earned bachelor's degree from an accredited college or university with a major in business management, public administration, or accounting.

Experience: Equivalent to two years of progressively responsible experience in budgeting, financial analysis and financial management.

License/Certification: A valid Class C California Driver's License.