

**Contra Costa Community College District
Classification Specification**

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.

BUSINESS SERVICES SUPERVISOR

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

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