

<p><b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT</b></p> <p><b>JOB DESCRIPTION</b></p>
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Job Title:	Manager, NOCE Administrative Services	Range: 19 (CL)	Management Schedule
Date Revised:	March 2006; February 2012	Date Approved:	October 1999
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

**PRIMARY PURPOSE**

Under the direction of the Provost, this position is responsible for performing a variety of responsible duties related to the management of financial operations and administrative services of the North Orange Continuing Education.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plans, organizes and directs the financial operations and administrative services of the North Orange Continuing Education including fiscal management, budgeting, registration system management, and maintenance and operations.
2.	Collaborates with administrators and staff to develop and implement the annual budget for the North Orange Continuing Education; provides leadership in the development of budget proposals and budget allocation processes; administers the North Orange Continuing Education budget in accordance with District policy.
3.	Performs accounting functions for a variety of assigned funds and accounts, including special programs and grants; reviews financial transactions and records to ensure solvency and conformance with generally accepted accounting principles and contract requirements; monitors expenditures and other account activities to ensure expenditures are within budget.
4.	Directs and maintains accounting and reporting systems for the effective monitoring and control of fiscal operations; analyzes and reviews accounting procedures; formulates and implements revisions as necessary to ensure efficient fiscal administration.
5.	Directs the collection, accounting and disbursement of tuition, fees, textbook purchases, payments and bank deposits; directs the North Orange Continuing Education payroll function.
6.	Prepares, reviews and maintains a variety of financial documents and reports related to the programs, operations and activities of the North Orange Continuing Education, including purchase requisitions, vouchers, billings, bank statements, account reconciliations and personnel records.
7.	Performs fiscal and operation analyses to evaluate financial performance, productivity and enrollment status; develops financial and enrollment projections; prepares and interprets financial statements, cash flow analyses and various reports related to the operations of the North Orange Continuing Education.
8.	Develops and implements plans to facilitate and improve operations and programs; provides leadership and technical assistance to personnel in designing and implementing corrective processes and procedures.
9.	Plans, organizes and directs facilities management and operations; coordinates the use of facilities; oversees processing of facilities contracts; coordinates maintenance of North Orange Continuing Education facilities with District and campus personnel; supervises the maintenance and control of inventory and equipment.

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10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
11.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
12.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and campus personnel.
13.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
15.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
16.	Performs related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the Manager, NOCE Administrative Services serves as the North Orange Continuing Education liaison with the District Office of Finance and Facilities for matters related to budgeting, financial audit and facilities.

**WORKING RELATIONSHIPS**

The Manager, NOCE Administrative Services maintains frequent contact with other North Orange Continuing Education and District departments and personnel, vendors and outside agencies.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Bachelor's degree in accounting, business administration, or related field from a regionally accredited institution and three years of increasingly responsible experience in a variety of accounting and fiscal operations functions, including at least one year in a supervisory position.

Demonstrated experience with computerized financial information systems and their use in financial analysis and reporting.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

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## **Desirable Qualifications**

Possession of an advanced degree in business administration, accounting, finance, or related field from a regionally accredited institution.

CPA Certification.

Administrative or supervisory experience in public education, preferably at a community college.

Familiarity with the Banner finance system.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of budget development and analysis, accounting internal controls, contract administration, purchasing and accounts payable procedures

Knowledge of District organization, operations, policies and objectives

Knowledge of generally accepted accounting principles as they relate to governmental agencies

Knowledge of California Education Code and Title 5 requirements relating to budget and accounting

Knowledge of the Community College Budget and Accounting Manual

Knowledge of appropriate software and databases

Knowledge of accounting and record keeping procedures

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

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## **SPECIAL REQUIREMENTS**

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## **WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

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