

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Manager, SCE Administrative Services	Range: 19 (CL)	Management Schedule
Date Revised:	March 2006; February 2012	Date Approved:	October 1999
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

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 School of 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 School of 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 School of Continuing Education; provides leadership in the development of budget proposals and budget allocation processes; administers the School of 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 School of 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 School of 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 School of 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 School of 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.	Performs related duties as assigned.

OTHER FUNCTIONS

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

WORKING RELATIONSHIPS

The Manager, SCE Administrative Services maintains frequent contact with other School of Continuing Education and District departments and personnel, vendors and outside agencies.

EDUCATION AND EXPERIENCE

Required 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.

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.

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

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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

SPECIAL REQUIREMENTS

None

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.
