



West Valley-Mission
Community College District

CLASS SPECIFICATION

DIRECTOR, BUDGET

Classified Administrative Position (Exempt Status) Administrative
Salary Schedule – Range 21

DEFINITION

To plan, organize and direct the activities of the budget department within the fiscal services division including budget development, revenue forecasts, financial reports, and audits; to coordinate budget activities with other divisions or departments; and to provide highly complex staff assistance to the Vice Chancellor, Finance & Administration.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from Vice Chancellor, Finance & Administration.

Exercises direct supervision over assigned professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement department goals, objectives, policies and procedures.

Plan, organize and direct budget activities including budget development and preparation, revenue projections, enrollment trends, financial statements and various annual audits.

Direct, oversee and participate in the development of the budget work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Recommend the appointment of staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Plan, organize, coordinate and direct the district's budget development process; develop and implement procedures, timelines and formats related to budget preparation and maintenance; advise management of budgetary issues and concerns.

Coordinate activities and services between finance and other district and/or college departments and address questions and issues related to program planning and control or other financial issues; evaluate, recommend and supervise the installation of accounting processes and procedures including the installation of automated systems and software; may participate in or lead district-wide committees.

Plan, organize and oversee the maintenance of various accounts and funds; ensure that appropriate records, files and documentation are maintained; establish and maintain adequate internal controls in accordance with generally accepted accounting principles (GAAP); plan, organize and coordinate year-end closing.

Organize, coordinate and oversee the timely and accurate preparation and submittal of a variety of monthly, quarterly, annual and periodic financial reports and documents required by the state, federal agencies and district policies; forward to executive management for review and approval as appropriate and transmit to requesting authority in a timely manner.

Prepare revenue forecasts for annual budgets and periodic budget status report briefings; develop and analyze projections and variances; prepare and forward reports as appropriate.

Review financial transactions to assure conformance to district, county, state and federal policies, rules, regulations and codes; assure compliance with audit requirements and sound fiscal policies.

Prepare and review financial analyses for labor negotiations.

Research and prepare technical and administrative reports and studies; prepare agenda items for submission to the Board of Trustees; prepare written correspondence as necessary.

Maintain position inventory, assign new position numbers, and monitor vacancies to ensure fiscal/budget goals for staff expense are met.

Obtain, analyze and review cost estimates; analyze personnel budget; prepare tentative and adopted budget documents

Establish and maintain partnerships between Finance and the college leaders to develop principles and policies that guide the budget process based on District priorities, the strategic plan, and the Board approved annual budget parameters

Compose budget policies, guidelines and instructions for the district.

Work closely with the colleges for budget adherence.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of budgets, long-range planning and financial projections.

Principles and practices of government accounting and auditing.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state, and federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of organizational analysis and management.

Principles and practices of supervision, training and performance evaluation.

Ability to:

Organize and direct budget services operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze complex financial data and develop financial forecasts, plans, processes, reports, statements and recommendations.

Gain cooperation through discussion and persuasion.

Interpret, apply, explain, and ensure compliance with applicable Education Code, federal, state, and local policies, procedures, laws, and regulations, and department policies and procedures.

Supervise, train and evaluate staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and the ability to travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in financial management or accounting, including two years of administrative and management responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting or a related field.

EEO Category: Executive/Administrative/Managerial

Date Approved: August 14, 2024