PALO VERDE COMMUNITY COLLEGE DISTRICT
CHIEF BUSINESS OFFICER

JOB DESCRIPTION:

The Chief Business Officer (CBO) is senior administrator reporting directly to the Superintendent/President. Under direction of the Superintendent/President and consistent with Board of Trustees fiscal goals, the Chief Business Officer serves in a leadership capacity, responsible primarily for development, approval, and control of the district budget. Responsibilities include planning, reporting, and directing the business and administrative services functions of the District. In addition to managing all fiscal operations, the Chief Business Officer is responsible for overseeing debt obligation service, campus security, purchasing, accounting, budgeting, audit compliance, 5 Year Construction Plan, local and State reports, facilities planning and development, facilities, maintenance and operations, and auxiliary services including support of the district Foundation. Develops reports as required, including but not limited to Program Review, Area Unit Objectives (AUOs), Strategic Planning applicable to educational master planning and facility needs, etc.

BUDGET

1. Develop processes for budgeting to satisfy requirements of Board of Trustees policies and State mandates.
2. Compile annual budget for all funds.
3. Establish and communicate budget calendar; assigns tasks for budget preparation; coordinates with administration and program managers.
4. Responds to inquires from others; provides data for special projects; assists with/prepares budget adjustments; prepares Board Resolutions with budget implications.
5. Provides training for District personnel on the budget preparation system and District budget requirements.
6. Provides presentations on budget related topics, e.g. chart of accounts, fund code structure, program hierarchy, etc., to Board of Trustees and college constituencies.
7. Prepares and presents preliminary and final budgets to Superintendent/President and the Board of Trustees.
8. Monitors budget status for Superintendent/President and the Board of Trustees.
9. Prepares all budgetary reports required by external agencies.
10. Prepares monthly revenue and expenditure forecasts.
11. Prepares monthly revenue and expenditure forecasts.
12. Develops Board policy and procedures related to budget; provides answers concerning: Board policy, legality, compliance with California Education Code, or the California Community Colleges Budget and Accounting Manual.

ACCOUNTING

1. Directs the District's fiscal accounting operation, including payroll, accounts receivable, accounts payable, auxiliary services, e.g. Bookstore (if any), student clubs, and food service operations, receipts and deposit of revenue and general ledger and subsidiary ledger activity.
2. Studies and installs fiscal controls; reviews and evaluates District established accounting policies and procedures implementing changes, as needed.
3. Prepares regular and special fiscal reports; performs special projects of an analytical nature.

4. Assists staff with solutions to technical problems or accounting procedural questions; reviews staff work for accuracy and compliance with District policies and practices.
5. Complies and analyzes date for financial reports; prepares and presents financial reports to the Superintendent/President and the Board of Trustees.
6. Plans and organizes tasks for maximum effectiveness and productivity; coordinates assignments for staff; provides for training and development of assigned employees.
7. Reviews, interprets and implements Federal, State and District regulations; prepares, analyzes and monitors required reports.
8. Prepares Request for Proposal for Audit Services; evaluates and makes recommendations to the Superintendent/President and the Board of Trustees.
9. Coordinates audits for all District Functions and responds to year-end audit findings, comments and recommendations.
10. Develops and implements internal accounting controls, as needed; performs compliance audit work of financial accounts and student accounting; makes changes to existing procedures, as appropriate, to ensure internal controls.
11. Reviews associated student's monthly/year-end financial statements and bank accounts.
12. Develops operating guidelines/instruction relating to accounting and fiscal activities.
13. Maintains liaison with County Superintendent's Office and regional Computer Center on all fiscal matters; ensures agreement and balances of expenditures and income accounts, general ledger accounts and other account balances with the County Auditor/Controller and the County Department of Education.
14. Establishes priorities for fiscal year-end; coordinates District Functions to ensure adequate and timely recording of financial entries.
15. Coordinates daily activities of assigned personnel for payroll function to ensure timely and accurate payment to employees.
16. Monitors requirements and actions affecting payroll, such as TB testing, voluntary deductions and unemployment experience charges.
17. Reviews staff response to inquires concerning retirement, overpayment, vacation or sick leave balance, earnings and employment verifications.
18. Interprets Federal, State and District laws, policies, procedures, rules and regulations involving compensation, benefits and retirement systems.
19. Provides information to District staff concerning personnel files, payroll deadlines, personnel status, employee assignments, benefits programs, State or Federal withholding taxes and retirement systems.
20. Serves as the liaison for the District with all joint powers authorities for health and welfare benefits, workers compensation and liability insurance.

PURCHASING

1. Plans, organizes and directs purchasing function, inclusive, but not limited to: purchase of supplies, equipment and services; bidding and contracting; contract administration; staff travel; and, utilization of the District Revolving Cash Fund.
2. Functionalizes processes to ensure segregation of duties and internal control; assures compliance with Federal, State, and contract law.
3. Prepares formal written contracts to cover such items as leases, services agreements and lease purchases.

4. Prepares formal Requests for Proposals or Solicitation to Bid; establishes criteria and areas of measurement to evaluate responses; makes recommendations to Superintendent/President and Board of Trustees.

MAINTENANCE & OPERATIONS

1. Oversees and serves in a leadership capacity for day-to-day Maintenance & Operations.
2. Maintains and supports safety training compliance.
3. Provides oversight leadership for custodians, grounds, and facility maintenance.
4. Hires and evaluates staff.
5. Completes Program Reviews and Strategic Planning components applicable to M&O.

POLICY

1. Reviews District policy and provides interpretation, direction or training to District staff as needed.
2. Reviews pending legislation to determine impact on policies and practices of the District.
3. Prepares District policies as needed; performs technical writing regarding policies, procedures, guidelines or other materials.
4. Secures opinion from counsel in areas requiring legal interpretation and updates District policies, procedures or practices, as needed.
5. Performs studies on complex issues and provides reports on district position or strategy.
6. Assures implementation of District policies and procedures.
7. Provides other support as requested by the Superintendent/President.

MINIMUM QUALIFICATIONS:

Knowledge of:

- California Community College finance and budget practices
- Budget construction and control
- Legal protocols and standard accounting procedures
- Applicable administrative policies and procedures
- School investment methods
- Audit practices
- Applicable sections of the California Education Code and Federal and State regulations
- Collective bargaining

Demonstrated Ability to:

- Understand and control a complex accounting system including accounts payable and receivable
- Maintain the College's business services effectively and efficiently
- Communicate effectively with staff, community , State and Federal officials both orally and in writing
- Conceptualize, communicate, and manage complex systems involving high standards of accuracy
- Meet time-constraints in the rendering of advice and reports to the CEO and Board
- Work effectively in an atmosphere respectful towards the collegial consultation process

Education: Possession of a Bachelor's degree; with coursework in business administration, accounting, or related field; Master's Degree or CPA preferred.

Experience:

• A minimum of three years of progressively responsible experience in the area of accounting, business administration or a related field, including at least three years of experience in an administrative or supervisory position is required. Administrative or supervisory experience should include responsibility for areas such as accounting, purchasing, budgeting process and implementation, auxiliary business operations, human resources and/or facilities management.

• Sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

DESIRABLE QUALIFICATIONS:

• Experience in or knowledge of community college business operations is desirable.

SALARY: This is a senior level administrative position. Salary will be on Row 6 of the College's Administrative pay schedule with placement appropriate to experience.

Justification for Administrative Exempt Salary Schedule:

- *The job duties and responsibilities of the Chief Business Officer substitute for having a vice president and should be represented on the Administrative Salary Schedule*
- *The level of responsibility and liability are such that the position is higher than a "Dean" but lower than a VP;*
- *The Commission requires …demonstration that the institution meets the Eligibility Requirement 5: The institution has sufficient staff, with appropriate preparation and experience to provide the administrative services necessary to support its mission and purpose.*
- *The Commission requires …demonstration that the institution meets the Standard III.A: The institution employs qualified personnel to support student learning programs and services wherever offered and by whatever means delivered, and to improve institutional effectiveness.*
- *The incumbent's current position is not overt-time exempt which means she earns over-time for hours worked above 40 hours. The incumbent currently works an average of 15-20 hours beyond 40 hours each week equivalent to an additional $*
- *The converted position will become "Exempt" per FLSA (Fair Labor Standard Act) and the ability to earn over-time which she currently has, is being eliminated.*
- *The incumbent will start at no higher than 10% above their current salary as a trade-off for losing the ability to earn over-time.*

PALO VERDE COMMUNITY COLLEGE DISTRICT
AA/ADA/EEO

1. To be considered a candidate for a position in the Palo Verde Community College District, the application and materials must be on file no later than the filing deadline date.

2. The screening procedure:

   a. A committee will screen all applications. Meeting the minimum qualifications for the position does not assure an interview.
   b. The committee will invite selected candidates to an interview held at Palo Verde College. From those candidates interviewed, the committee will recommend selected persons to the Superintendent/ President who will also interview the candidates.
   c. The Superintendent/President will then make a recommendation to the Board of Trustees.

3. Hopefully all interviews will be scheduled for the same day and evening.

4. In the interview, consideration will be given to factors in addition to education and experience, including, but not limited to, personal development, ability to work with others, initiative and sensitivity and commitment to meet student needs.

5. ***Travel costs related to these initial interviews will be borne by the candidate.***

6. A second interview may be required for selected candidates.

7. Candidates will be notified by letter of their status as the committee progresses through the hiring procedure.

8. Candidates should not expect official notification of the status of their candidacy until the Board of Trustees has acted on the Superintendent's recommendation for employment.

9. The College reserves the right to contact the current or most recent employer of any candidate and to investigate past records.

10. The College reserves the right to re-advertise the position or to delay indefinitely filling a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.

11. The College does not return to the candidate materials submitted in application for a position.

12. An optional form, "Affirmative Action Survey," is distributed with each application. Completing and returning this form is done on a voluntary basis by the candidate. The voluntary form does not circulate through the screening procedure along with the application.

13. The Immigration and Naturalization Act requires the College to obtain documentation for every individual who is employed which verifies identity and authorizes his/her right to work.

14. All employees are required to sign the Oath of Allegiance and the Drug-Free Workplace policy form.

15. The provisions of this bulletin do not constitute a contract expressed or implied, and any of the provisions contained herein may be modified or revoked without notice.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.