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| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**VICE PRESIDENT OF BUSINESS SERVICES/CHIEF BUSINESS OFFICER**

**DEFINITION:**

Under the general direction of the Superintendent/President, manage and direct the activities and staff of the Business Services Department; including the purchasing of goods and services, payment of all District obligations, payroll, preparation of warrants and purchase orders, procurement of adequate insurance coverage for the personnel and property of the District, and risk management for the District. Establish, manage, and supervise the accounts of the District, including grant funding, Associated Students, Cafeteria and Bookstore accounts; prepare periodic financial statements and reports on the fiscal operation of the District. Provide the above services in a manner that supports instructional and student support functions of the District.

**CLASSIFICATION:**

* FLSA Exempt
* Administrator
* Date Modified: September 2020

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in this job title.

* Plans, organizes, provides leadership, and administers the College’s business services in a manner which supports the FRC Mission, student success, and educational programs
* Direct the receipt and accounting of all income and expenses; establish internal controls to apply and enforce Federal, State and District laws, regulations, and policies related to accounting of financial transactions
* Direct the District internal and external audit activities and audit resolution
* Establish internal controls to apply and enforce Federal, State and District laws, regulations, and policies related to business service functions
* Manage or direct Business Office personnel, as well as support operations such as food services, bookstore, telephone and mail communications systems, duplication and printing services of the District
* Lead the operations of the Business Office and foster a positive work environment both within this office and in working with other programs across campus
* Recommend policies and establish procedures for financial and business service activities of the District
* Assist the Superintendent/President with the development of an annual budget for presentation to the Board of Trustees; exercise such fiscal and budgetary controls as are necessary to ensure fiscal accountability and responsibility; maintain an inventory of all equipment; conduct cost analysis and other financial studies
* Assist the Superintendent/President with the collective bargaining process. Represent the Distinct on collective bargaining teams as assigned
* Serve as Chair of the Budget Committee. Represent the administration on matters within other committees as assigned. Represent District with outside entities, as requested by Superintendent/President
* Serve as the fiscal and business liaison with the Plumas County Office of Education, Plumas County Auditor, and Plumas County Treasurer
* Serve as District liaison between the administration, joint powers authorities, claims and insurance agents, and attorneys regarding claims and lawsuits against the District; coordinates District defense activities
* Represent District on risk management and insurance joint powers authorities
* Represent District in the area of business services as a member of the Association of Chief Business Officials of the California Community Colleges (ACBO)
* Assist with the establishment of risk management practices, strategies, and policies
* Serve as financial liaison with the Feather River College Foundation, preparing reports and financial information as appropriate
* Perform contract reviews, approve contracts within authority established by District policy, interpret contract language and provide direction on contract administration issues
* Perform all other related and implied duties and such others as may be assigned by the Superintendent/President

Knowledge of:

* Principles and practices of finance and accounting, budgeting, general business management, legal and regulatory compliance issues
* Laws, codes, regulations and requirements affecting business management and operations
* Public contracting, bidding, purchasing and procurement; relevant Federal, state, and local laws and regulations; internal policies and procedures
* Principles of supervision
* Practices and techniques of microcomputer use
* General office and recordkeeping procedures and equipment

Skills in:

* Working cohesively with Instruction and Student Services programs, and members of President’s Staff and the college as a whole
* Interpreting and applying principles, policies, laws, regulations and requirements
* Setting work priorities and working independently
* Researching and analyzing data and information
* Making decisions using initiative and judgment, including dealing with sensitive and confidential information
* Working within a participatory-governance system, serving on appropriate committees, and working collaboratively with campus constituent groups
* Establishing and maintaining effective working relationships
* Communicating effectively in English, both orally and in writing

#### **MINIMUM QUALIFICATIONS:**

* Bachelor’s in Business, Accounting, Finance or related degree required.
* Two years of progressively responsible professional accounting/business management experience
* Demonstrated sensitivity and commitment to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students and staff.

**OTHER REQUIREMENTS:**

* Possess or be able to obtain, and maintain a valid driver’s license and have a satisfactory driving record,

**DESIRABLE QUALIFICATIONS:** *A combination of education and experience equivalent to:*

* Master’s degree in Finance, Business Administration, or Accounting preferred
* Certified Public Accountant (current CPA license).
* Experience in public accounting with an emphasis on auditing.
* Experience and familiarity with laws and regulations related to public higher education and community colleges.
* Outstanding communication and presentation skills.
* Demonstrated leadership ability, communication, and analytical skills; ability to motivate staff.
* Significant experience working with external auditors, internal controls and compliance-related issues.
* A demonstrated record of achievement of challenges similar to those listed in the Essential Duties

**PHYSICAL EFFORT/WORK ENVIRONMENT:** The physical abilities involved in the performance of essential duties with or without reasonable accommodations are:

* Manual dexterity to operate keyboards and manipulate papers
* Speech and hearing to communicate effectively with individuals and to groups
* Vision to read text, forms, and computer screens
* Physical ability to maneuver set up and break down display booths and related materials
* Lifting and carrying equipment and materials up to 30 pounds
* Extended sitting and driving in the course of travel

This work is performed in a variety of settings, both on and off campus.