

BUSINESS & ACCOUNTS MANAGER, MJC**DEFINITION**

Under general administrative direction, supervises and participates in the work of the MJC Business Services office; directs and oversees the Business Services staff to receive, record, balance, deposit and disburse monies collected on campus; performs a variety of technical fiscal services duties; assures the fiscal activities comply with the District policies and procedures and accounting practices; creates, tests and updates procedures for the Student Accounts Receivable and cash receipts system software; reviews and signs off on journals and financial statements for numerous auxiliary funds and supervises accounting and clerical related personnel; and performs the more technical and specialized accounting and financial record management and reporting functions and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the MJC Vice President of College and Administrative Services.

Provides direct supervision to numerous financial and accounting technician staff as well as other administrative support staff, as assigned.

ESSENTIAL DUTIES

- Act as administrator for student account receivables and financial aid disbursement administered through the MJC Business Services office.
- Establish and maintain a culture of service that supports student success and engagement.
- Plan, schedule, audit, coordinate, and participate in the preparation and maintenance of a variety of accounting and financial record management reporting, including general and special ledgers for all College funds, student body funds, and special accounts.
- Act as Site Administrator for District's financial accounting software technology.
- Assist with external audits and work closely with the District audit firm for MJC accounts.
- Monitor and audit the accounting and financial record management and reporting functions.
- Lead the program review and resource allocation request process for Business Services.
- Plan, organize, and coordinate internal audits and work closely with the District audit firm.
- Train, manage, coordinate, and evaluate the performance of MJC Business Service Office personnel.
- Assist in the development of improved accounting and financial record management and reporting systems and procedures.
- Monitor and audit the accounting and financial record management and reporting functions at MJC.
- Perform the more technical and specialized accounting and financial record management and reporting functions.
- Counsel, advise, and assist school and District personnel regarding matters relating to accounting and financial record management and reporting systems.
- Prepare or coordinate the preparation of a variety of management related reports, including budget control reports, financial statements, investments, accounts payable and accounts receivable reports, payroll, food services, bookstore, and a variety of other computer-assisted reports and records.
- Supervise, organize, and participate in the work of the MJC Business Services office; direct and oversee the staff to receive record, balance, deposit, and disburse monies collected on

campus. Receive, review, and approve accounting journals; apply appropriate accounting and purchasing rules and regulations in accordance with state Education Codes and accounting practices.

- Receive Financial Aid transmittals, review, create vouchers on the student's accounts, post, and transmit to other accounting staff for check disbursement action; voucher or void vouchers for all student refunds, as needed.
- Access and download informational web sites in order to reconcile all e-commerce credit card transactions from MJC; responsible for the resolution of all credit card disputes and corrections.
- Create policy, procedures, and updates for cash receipts and accounts receivable modules; reconcile cash from numerous enterprise accounts.
- Problem solve student accounts, updates for cash receipts, and accounts receivable modules.
- Problem solve student accounts, update, adjust, explain, and resolve issues; work with petitions and adjust student accounts according to the Petition Committee's recommendation.
- Evaluate staff, take corrective action when necessary, and resolve staff complaints and/or grievances.
- Review, evaluate, schedule, and approve leave and vacation for full-time office staff.
- Performs other duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Generally Accepted Accounting Principles.
- Principles, practices of accounting, auditing, governmental accounting, and budgeting within the California community college finance environment.
- Federal and state accounting and reporting requirements, automated financial and accounting systems development, design, pertinent state laws, and regulations.
- Knowledge of applicable financial related District computer software, word processing and spreadsheet software.
- Principles and practices of management administration, human resources, supervision and training, laws, policies and procedures as related to YCCD policies and applicable sections of the state Education Code.
- Modern office practices, procedures, and equipment.
- District organization, operations, policies, and objectives.
- Techniques of effective interpersonal skills using tact, patience, and courtesy.
- Knowledge of efficient administrative practices through an integrated approach to planning, budgeting, scheduling, and management.
- Principles of human resource management and leadership, including effective employee evaluation and staff development techniques.
- Principles of Student Success and practices that support students

Ability to:

- Interpret and apply laws, policies, and procedures from the YCCD, policies and applicable sections of the state Education Code.
- Prepare and maintain clear and accurate financial reports, statements, records, etc. • Value student interaction and maintain an expectation of high quality service
- Analyze situations and adopt an effective course of action, when needed.
- Plan, organize, supervise, and review the work of assigned staff; train and evaluate as needed.
- Establish and maintain effective working relationships with others.
- Communicate effectively both orally and in writing.
- Work effectively in a participatory decision-making environment.

Licenses and Certificates:

Possession of a valid California Motor Vehicle Operator's License.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods. move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment, and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others, including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: BA degree in Business Administration, Finance, Accounting, or related field.
- Experience: Four years of increasingly responsible financial accounting experience, preferably in a community college setting, and at least one year of supervisory experience.

Class Adopted: 03/01/11

Class Amended: XX-XX-XX