

**Director, Budget Operations**  
**District Office**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

Under the direction of the Vice Chancellor, Financial and Administrative Services (CFO) or assigned supervisor manage the District's budget function and related operational areas.

**Examples of Duties**

1. Plan, organize, coordinate, and direct the development, maintenance, and administration of the District's budget function, and related state and federal reporting; develop, recommend, and execute strategic goals, operational policies, and procedures pertaining to assigned functional areas.
2. Ensure consistent and appropriate management of college budgets, reporting, and relate operations in collaboration with college management.
3. Develop and direct a program of financial analysis using a wide range of analytical methods such as trend analysis; develop decision support tools in spreadsheet formats for maintaining cost-benefit analysis and funds and performing "what-if" calculations.
4. Research complex budgetary issues and develop solutions and recommendations as appropriate; recommend budget strategies which include short-term, intermediate, and long-range projections for resource allocation and appropriations; prepare tentative, adopted, and revised District budget reports.
5. Provide technical advice and guidance to District administrators and staff relating to the development, implementation, and management of financial resources.
6. Analyze state legislative and administrative decisions, regulations, and policies to determine their impact on the budget operations of the District and make recommendations regarding how to implement new requirements.
7. Advise the Vice Chancellor, Business and Administrative Services and other District management through oral and written reports of objectives, critical problems, achievements, recommendations for improvement, and requirements and restrictions of laws, rules, and policies affecting the District's budget.

8. Monitor the District position control system used to track permanent employees, vacant positions, and requests for new positions; identify salary savings based on vacant positions to be utilized for other District needs; prepare reports related to salary and benefit costs utilized by management during collective bargaining.
9. Direct the design, preparation, filing, and maintenance of state and federal reports containing data pertaining to assigned functional areas.
10. Provide training to District employees in the use of the District's financial budget system; develop and provide informational workshops on budget-related issues.
11. Lead, train, supervise, and evaluate the performance of assigned staff.
12. Represent the District before federal, state, and local agencies on matters related to the District's budget.
13. Maintain historical and current materials related to the District's budget as well as the funding and allocation formulas, expenditure patterns, and special cost analysis of such things as compliance regulations, collective bargaining and grievance issues, legal decisions, and funding resources.
14. Serve as a member of various district-wide committees involved with budget-related issues.
15. Assist with fiscal year-end closing activities and the annual external audit.
16. Establish and maintain strong, cooperative, and effective working relationships with faculty, staff, students, and community partnerships.
17. Perform other duties as assigned.

## **Minimum Qualifications**

- A bachelor's degree from an accredited college or university in accounting, public finance, business administration or related area.

Four years of professional-level experience in accounting, auditing, or budgeting, including two years of experience in the development, analysis, and administration of a budget. Two years of the aforementioned experience must have been in a supervisory capacity.

- Public sector experience is preferred.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## Knowledge and Abilities

### Knowledge of:

- Pertinent State and Federal laws, codes, statutes, and regulations.
- Mission, procedures, and operations of California Community Colleges.
- Perform basic math including calculations using fractions percents and or ratios.
- Accounting/Bookkeeping principles.
- Financial analysis and budget analysis.
- Electronic spreadsheets.
- Principles and objectives of budget preparation.
- Budget-related administrative assignments.
- Principles and practices of supervision, training, and evaluation.
- Interpersonal skills using tact, patience, and courtesy.
- Title 5 regulations on funding.
- SCT BANNER Finance System for schools and/or community colleges.
- California school and/or community college accounting and fiscal procedures, budgeting concepts, principles, and practices; principles of supervision and training; and the principles of data processing.

### Ability to:

- Exercise critical thinking skill sets that include the ability to articulate issues, analyze data, develop options and provide recommendations.
- Learn and interpret laws, rules, and regulations affecting college accounting and fiscal operations; and to prepare clear, concise, and accurate oral and written reports.
- Explain bookkeeping and financial regulations to staff.
- Analyze situations accurately and adopt an effective course of action.
- Exercise leadership and maintain good working relationships with faculty, students, and staff.
- Learn and use Banner software system with high proficiency.
- Perform high level professional accounting work in the analysis, maintenance and auditing of accounts affecting college wide operations.
- Ability to understand and research limitations for expenditures and help budget managers and staff to work within regulations specific to their grants.
- Maintain accurate financial records to balance budget and accounts.
- Perform short-and-long range budget, financial and operational planning.
- Effectively work with academic, occupational, developmental, and entrepreneurial programs in a multi-campus environment.
- Facilitate change in a productive and positive manner.
- Foster teamwork and to establish consensus.
- Effectively represent the college in the community.

- Work independently with little direction.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1                      Often—51-75 percent = 3  
 Occasional—25-50 percent = 2                      Very Frequent—76 percent and above = 4

### Working Conditions (continued)

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is a classified administrator position.

## Signatures/Approval

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(Employee's Signature)

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(Date)

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(Supervisor's Signature)

\_\_\_\_\_

(Date)

R.8/2023