

Director, Finance and Grants (COF)
Bakersfield College
KERN COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

Definition

Under the direction of the Vice President, Finance and Administrative Services or assigned supervisor, the Director, Finance and Grants (COF) is responsible for providing planning and decision support for the College and across the Kern Community College District through compilation, analysis and dissemination of information that contributes to sound decision making in the planning and allocation of resources. Major duties include overall responsibility for the effective and efficient operation of the finance and grants/categorical operations for the college and supervision of the budget office staff.

Examples of Duties

1. Plan, direct, and supervise the daily operations for budget team and grants for the College.
2. Implement budget planning, compliance and monitoring programs in concert with the financial goals and objectives of the College, divisions, business initiatives and related missions supporting the institutional alignment and integration of student success and instructional program funds to advance student outcomes.
3. Manage the annual budget development process coordinating with appropriate college administrators.
4. Implementation and compliance with budget and grant/categorical policies and procedures.
5. Direct and manage financial and operational studies and analyses providing critical management information with recommendations as appropriate.
6. Coordinate, review and approve all college grants for District approval including acting as liaison with granting body for development, monitoring, compliance and problem resolution.
7. Coordinate responses to inquiries and requests from the College Executive Management Team, District Management, Board of Trustees, Committees, etc. regarding budget and grant performance and management.
8. Coordinate and liaison for College commissions, teams and committees preparing and presenting as required.
9. Select, train, supervise and conduct regular evaluations of technical support staff personnel. Develop strategies to maximize the use of staff to provide effective and timely services to the college.

10. Perform other related job duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college with a major in accounting, business administration, or a related field.
- Six (6) years of increasing responsibility in accounting, budgeting, and fiscal management.
- 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:

- Budget development and oversight of restricted and non-restricted funding
- Contract development, negotiation and oversight.
- Mission, procedures, and operations of California Community Colleges.
- Leadership and managerial techniques.
- Laws, rules, regulations, and codes related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
- Personnel management.
- Modern office practices, procedures, and equipment.
- Title 5 regulations on funding.
- Fiscal reporting.

Ability to:

- Exercise leadership and maintain good working relationships with faculty, students, and staff.
- Envision an effectively organize and supervise the date to date of assigned area. Develop, implement, and assess program goals and outcomes.
- Perform short and long-range planning.
- Learn and use Banner software system with high proficiency.
- Use Microsoft Office software with high proficiency, specifically Excel & Outlook.
- Perform high level professional accounting work in the analysis, maintenance and auditing of accounts affecting college wide operations.
- 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.
- Demonstrate sensitivity to diversity, equity, inclusion and accessibility.

- Establish and maintain cooperative and effective working relationships with others.
- Explain bookkeeping and financial regulations to staff.
- Analyze situations accurately and adopt an effective course of action.
- 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

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

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)