



## Job Classification Description

Assistant Business Manager/CCV  
NON-BARGAINING UNIT

Grade 15  
EXEMPT

### BASIC FUNCTION

To assist the College's chief administrative/financial officer in directing and coordinating all assigned administrative functions of the institution, with a principal focus on central accounting system management, internal audit functions, financial reporting, oversight of administrative support services as assigned and supervision of related staff.

### CHARACTERISTIC DUTIES & RESPONSIBILITIES

Plan, implement, administer or oversee, coordinate, monitor and evaluate the specific functions, systems and services of all assigned areas of responsibility, including operating policies, procedures and methods. Play a key role in developing, modifying systems/services in accordance with institutional needs and objectives, as well as government regulations and other external economic conditions.

Exercise full supervisory authority, directly and indirectly, over six to eight staff members. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and review work, resolve problems and the like.

Supervise daily accounting operations, including payables, receivables, collection, and payroll. Investigate and resolve a variety of problems that arise on a daily basis. Review and approve major or unusual transactions. Monitor all accounting functions regularly, as part of an on-going internal audit process to ensure adherence to established accounting procedures and principles. Prepare year-end audit schedules for college operating funds and financial aid funds. Coordinate and serve as a principal liaison in connection with year-end audits by VSC and external auditors.

Supervise/carry out a full range of professional accounting tasks, such as account reconciliations, preparation of regular and special financial reports, including reports to various government agencies and other external agencies and organizations, preparation of annual financial statements, various cash management functions, and the like.

Plan and implement appropriate accounting and related business office records security and retention policies and procedures.



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