



o Classification Description

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o n ge nd coordin te usiness nd fin nci cti ities of CC , to de e op onitor nd odify re ted po icies nd procedures nd super ise nd or ct s f ci it tor to usiness office personne

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- P n i, p e, ent d, inister coordin te onitor nd e u te the specific ser ices nd cti ities of ssigned fin nci nd usiness n ge, ent functions inc uding oper ting po icies nd procedures De e op nd odify po icies procedures syste, s in ccord nce with institution needs nd o rrecti es s we s go ern, ent regu tions
- E rcise fu super isory uthority direct y nd indirect y o er to office st ff e, ers P n nd conduct tr ining progr, s nd st ff eetings Confer regu r y with st ff to p n nd coordin te cti ities ssign nd re iew wor, ssist

Business Manager CC

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- Prepare, analyze and present various accounting financial reports on routine business cycle and special project status to college management provided

