



Job Classification Description

Director of Business Services
Non-Business

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To manage and coordinate business and financial activities for the College; to develop, monitor and modify related policies and procedures; to supervise and oversee personnel and work within the Student Services Department, and Accounts Receivable and

- Knowledge of accepted principles, current issues, new developments and best practices in accounting in higher education.
- Ability to leverage technology extensively while carrying out responsibilities.
- Strong administrative, financial planning, financial analysis, and budget management skills.
- Strong analytical, problem-solving and strategic thinking skills.
- Supervision skills with related experience in interpersonal and effective communication.
- Ability to deal effectively with and represent the College to a wide range of individuals/organizations within and outside the College.

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