

DIRECTOR OF BUSINESS SERVICES

Job Description

CATEGORY:	ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS:	FULL-TIME
FLSA STATUS:	EXEMPT
SALARY CODE:	14
REPORT TO:	CONTROLLER
REVIEWED DATE:	JUNE 10, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

The Director of Business Services is responsible for leading and directing all aspects of the student accounting and cashiers' office functions. Responsible for a variety of technical and accounting duties; participates in the establishment and maintenance of accounting systems requiring the use and implementation of accounting principles and procedures; performs analysis of fiscal, financial, and statistical records and prepares various reports of the assigned area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees the student accounting and cashiering functions and is responsible for ensuring all essential duties and responsibilities are carried out.
- Provides overview on and is responsible for a variety of detailed financial and accounting analyses, documents, and reports; is responsible for the preparation of reports and recommendations; prepares financial, accounting, and statistical studies and reports; reviews and analyzes financial data and reports, and reconciliations for reasonableness, consistency, conformity with sound accounting and budget control principles and practices.
- Reviews, analyzes, and reconciles a variety of accounting, financial, and statistical records, ledgers, and files; reviews information to ensure accurate reporting; resolves discrepancies and corrections of errors of assigned area.
- Reviews transaction records related to cash receipts for assigned operations and returned checks for accuracy.
- Reviews and provides oversight of the student accounts receivable subsidiary ledger reconciliation; reviews and provides oversight during the preparation and processing of student billing, sponsorships, waivers, remissions, exemptions, refunds; reviews and provides oversight during the posting and deposits of monies according to College procedures.
- Analyzes and provides data necessary for bank statement reconciliations; researches and resolves discrepancies.
- Provides oversight and responds to problems and inquiries from accounting system users requiring detailed knowledge of policies, procedures, systems and regulations of assigned area.
- Researches and interprets regulations, laws and guidelines of assigned area.
- Disseminates guidelines on policies, practices and systems to users of assigned area.
- Reviews and posts business transactions to the general ledger of the assigned area.
- Oversees the year-end closing activities and recommends adjusting entries of the assigned area.

DIRECTOR OF BUSINESS SERVICES

Job Description

- Works with external auditors, including reviewing, organizing and preparing required documentation for the assigned area.
- Develops processes and procedures and proposes changes to computerized accounting system of assigned area.
- Assists in general administrative duties such as answering phones, greeting visitors, assisting employees, and responding to phone calls; assists students via web-site, email, telephone, and one-on-one.
- Promotes a positive image of the College when handling customer/client problems by treating each individual with respect and resolving their concerns/complaints in a professional manner.
- Maintains competency and stays current with responsibilities through self-directed reading, attending professional development and training as required by the Controller.
- Contributes to the overall success of department by performing all other essential duties and responsibilities as assigned.
- May work with word processing, spreadsheet and database software to complete administrative tasks.
- Handles sensitive and extensive confidential information.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty, staff and community.
- Is directly involved with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Communicates effectively, both orally and in writing; defines problems, collects data, establishes facts, and draws valid conclusions; and effectively presents information to top management, public groups, and other groups, as needed.
- Performs duties and responsibilities within a high-tech, digital environment.
- Performs evaluations of assigned employees.
- Serves on committees as appropriate and as appointed by supervisor.
- Performs other duties as assigned.

DIRECTOR OF BUSINESS SERVICES

Job Description

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Knowledge of and ability to use accounting principles, practices and procedures including governmental accounting, and computerized accounting systems.
- Knowledge of reports required for a College, which include Federal requirements, State of Texas, community college reports, local governance policies, grant requirements, and TSC board policies and procedures.
- Knowledge of standard office practices, procedures and equipment.
- Well-developed verbal skills to present and exchange technical or complex information.
- Ability to work independently and according to established schedules.
- Ability to perform standard accounting transactions and maintain accurate and orderly accounting records.
- Ability to communicate effectively orally and in writing and to establish cooperative working relationships with persons contacted in the course of performing assigned duties.
- Ability to learn, apply, and communicate policies, procedures, and regulations relevant to assigned account functions and make basic mathematical computations rapidly and accurately.
- A working knowledge of spreadsheets, word processing and other business software applications, including Microsoft Office products, is required.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Experience and demonstrated proficiency in the use of e-mail, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, prepare presentations, and communicate with others.
- Demonstrated ability to work in an entrepreneurial, high-demanding work environment that is mission-driven, results-driven and community oriented.
- Ability to perform and excel in a high-tech, digital environment.

REQUIRED EDUCATION AND EXPERIENCE

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree from an accredited college or university in Accounting or a related field and five (5) years' experience in accounting, internal audit, internal control assessments or a closely related business function.
- Proven experience with ability to handle confidential information with discretion, to manage a large variety of details and coordinate complex projects during numerous interruptions, and to meet deadlines in a fast-paced work environment.
- Demonstrated proactive approaches to problem solving with strong decision-making capability.

DIRECTOR OF BUSINESS SERVICES
Job Description

PREFERRED EDUCATION AND EXPERIENCE

- Master's degree in Accounting or closely related field from an accredited college or university.
- Five (5) years of supervisory experience working directly in a community college accounting area.
- Experience with accounting related modules of Colleague.

CERTIFICATE AND LICENSURES

- CPA licensure is preferred.

PHYSICAL DEMANDS

The physical demands for the position are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands and fingers to handle objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

DIRECTOR OF BUSINESS SERVICES
Job Description

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

DIRECTOR OF BUSINESS SERVICES
Job Description

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a Bachelor's degree from an accredited college or university in Accounting or a related field and five (5) years' experience in accounting, internal audit, internal control assessments or a closely related business function?
 - Yes
 - No
3. *Do you have proven experience with ability to handle confidential information with discretion, to manage a large variety of details and coordinate complex projects during numerous interruptions, and to meet deadlines in a fast-paced work environment?
 - Yes
 - No
4. *Do you have experience in using proactive approaches to problem-solving with strong decision-making capability?
 - Yes
 - No
5. Do you have a Master's degree in Accounting or closely related field from an accredited college or university?
 - Yes
 - No
6. Do you have five (5) years of supervisory experience working directly in a community college accounting area?
 - Yes
 - No
7. Do you have experience with accounting related modules of Colleague?
 - Yes
 - No
8. Are you a Certified Public Accountant?
 - Yes
 - No