

**Business Office Manager (Clovis Community
College/Madera Community College)
State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=244586>

Downloaded On: Sep. 13, 2024 6:25pm

Posted Sep. 10, 2024, set to expire Oct. 4, 2024

Job Title	Business Office Manager (Clovis Community College/Madera Community College)
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Sep. 10, 2024
Application Deadline	10/04/2024
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5617743

Apply By Email

Job Description

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Business Office Manager (Clovis Community College/Madera Community College)

Salary: \$90,384.00 - \$111,161.00 Annually

Location: Clovis Community College, CA

Job Type: Permanent

Division: CCC Administrative Services

Job Number: 2024066

Closing: 10/4/2024 11:59 PM Pacific

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General Purpose

Under direction, plans, organizes and manages the operations of an assigned college business office responsible for: disbursing and accounting for financial aid to students; collecting and accounting for student payments ranging from tuition to parking permits; providing accounting services for student government, clubs and trust accounts; and ensuring compliance with applicable rules, regulations and District policies and procedures; provides technical guidance to college managers, administrators, faculty and staff on accounting and financial managers; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below 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 this class.

- Plans, organizes, manages, integrates and evaluates work of the college business office; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; contributes to the development of and monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures; makes presentations; prepares and maintains a variety of records and reports.
- Manages the performance of assigned staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes compensation recommendations; responds to grievances; approves overtime/compensatory time; subject to concurrence by senior management and Human Resources, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Personnel Commission Rules, Administrative Regulations, Human Resources procedures and collective bargaining agreements; performs other activities relevant to supervision of assigned staff.
- Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the college's and District's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
- Interprets, applies and ensures compliance with applicable laws, codes and regulations; remains

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current on applicable legislative decisions and developments.

- Works collaboratively with other District departments to ensure effective business flow and decision-making processes; works with Information Technology to resolve applicable system problems and issues.
- Manages and oversees: the disbursement of federal and state financial aid to students, from pulling award data for a variety of awards including Pell grants, loans, Cal Grant awards, FTIG grants and EOPS/CARE grants into student accounts; netting award amounts against outstanding balances in student accounts; preparing journal vouchers to issue aid checks and direct deposits or invoices students for balances due; establishing payment plans for students with balances due; reconciling financial aid accounts receivable balances to the general ledger; and invoicing students for non-payment drops, no shows, past-due dorm and meal costs and other costs; supervises and may participate in research and resolution of discrepancies and preparation of journal entries to make corrections in complex cases; oversees the audit of all financial aid bank accounts.
- Manages the student financials collection process and the transfer of accounts to the State Chancellor's Office Treasury Offset Program (COTOP) or other collection company utilized by the District on a District-wide basis; drafts and executes the contract for COTOP services; sends official letters to students and submits a report to the State Chancellor's Office; regularly reviews the status of accounts; removes debts due to bankruptcy; reconciles payments and updates student records; prepares annual reports of debts collected.
- Manages cashiering services performed by staff and/or student aides including: taking, recording and receipting of payments for tuition, transcripts and payment of student debts, loans and account balances; researching and answering questions on student accounts; selling ASB cards, parking permits and other cards/items and posting transactions; reviews and approves reconciliation of the business office bank and monthly reconciliation and balancing of the cash vault.
- Manages accounting and financial services for student government, clubs, trust accounts, athletics and other campus functions; prepares the annual co-curricular budget; oversees administration of accounts including the preparation, processing and payment of purchase orders and requests for payment; reviews all journal entries and ensures processes comply with all applicable requirements; oversees the receipt and deposit of fees for other departments including parking and library fees, athletics receipts, materials fees, theater box office and other fees and receipts.

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- Oversees billing of and collections from agencies sponsoring students including the Veterans Administration, Workforce Investment Board, international students, police agencies, private companies and others based on sponsorship agreements.
- Manages and oversees campus cash management and cash accounting functions; maintains and updates cash handling policies and procedures for all campus accounts; monitors cash flows and ensures that appropriate balances are maintained for expected payments; oversees the reconciliation of campus cash accounts; performs regular internal audits to verify that District cash handling and business office internal control procedures are fully complied with by staff; prepares documentation requested by the District's outside auditors during the annual audit process.
- Calculates and submits quarter sales and use tax returns for campus accounts.
- Implements the District/college safety program for business office operations; ensures staff follows safety policy in work methods and procedures.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Oversees the processing of new student hires for the college and the preparation, maintenance and transmittal of timekeeping and payroll to the District Office to meet Human Resources requirements and payroll deadlines.
- Prepares for or performs the Program Review process; conducts grievance meetings with students to understand and try to resolve their issues and complaints.
- Represents the District on local and statewide professional organizations and committees.
- Performs related duties as assigned.

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Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal, state and District rules, regulations, policies and procedures governing the award of financial aid at a level of detail necessary to supervise and oversee assigned financial aid responsibilities.
- Use and operation of applicable modules of the District's enterprise accounting and finance and student accounting systems.
- Federal Privacy Act regulations regarding the release of private employee and student information.
- District policies, procedures and practices governing budgeting, purchasing, accounts payable processing, cash handling and receipting, and related financial transactions.
- Accounting principles, methods and practices, including methods of cash control, internal control accounting standards and financial reporting.
- Applicable federal, state and local laws, rules and regulations including the District/college safety program.
- Principles and practices of sound business communication including proper English usage, grammar, spelling and punctuation.
- Principles and practices of public administration, including budgeting, purchasing and maintaining public records.
- Research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- Safety policies and safe work practices applicable to the work being performed.
- Personnel Commission Rules, Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

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Skills and Abilities to:

- Plan, organize, manage, assign, delegate, review and evaluate the work of assigned business office staff.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Develop and implement appropriate procedures and controls.
- Understand, interpret, explain and apply applicable laws, codes and ordinances, including District and Board of Trustees policies applicable to areas of assigned responsibility.
- Represent the District effectively in dealings with students, parents, vendors and representatives of the State Chancellor's Office.
- Prepare clear, concise and comprehensive accounting statements, reports, correspondence, studies and other written materials.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.

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- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in accounting, business administration or a closely related field, and at least four years of progressively responsible experience in finance, accounting, financial aid or other relevant fields, at least some of which was in a lead or supervisory capacity; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and standard office equipment; and reach with hands and arms. An employee is frequently required to stand and walk and may be required to lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; learn and apply new information and skills; perform highly detailed work on multiple concurrent tasks with frequent interruptions; and interact with

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managers, employees, students and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in a typical business office environment where there can be high traffic and loud noise at times.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our website at: <http://www.schooljobs.com/scccd>. Please attach to your application a copy of your degree or transcripts (must include the date when the degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in place of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS



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The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include an oral assessment (65% weight) and a written assessment (35% weight). Passing score is 75% out of 100% on each assessment section.

TESTING TENTATIVELY SCHEDULED AS FOLLOWS:

**ORAL INTERVIEW ASSESSMENT: OCTOBER 15 & OCTOBER 16, 2024 WRITTEN PROMPT
ASSESSMENT: OCTOBER 15 & OCTOBER 16, 2024**

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on an open-competitive eligibility list. Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. **Unless otherwise indicated, the eligibility list will be used to fill current for at least six months. The current vacancy is a split position working at Clovis Community College and Madera Community College.**

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.



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To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4649354/business-office-manager-clovis-community-college-madera-community-college>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

State Center Community College District

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