

**San Jose/Evergreen Community College District
Supervisor Job Description**

Position: Supervisor, Business Services

Department: Business Services (Colleges)

POSITION PURPOSE

Under general direction, the Supervisor, Business Services, plans, supervises and participates in the business office operations and the College's financial administration and coordinates efficient and effective financial communications with the District Office; provides detailed and high-level professional fiscal analysis reports in support of categorical and non-categorical budget allocations; ensures accurate and timely production of general ledger, accounting and budget reports, prompt payment of invoices and issuance of statements for accounts receivable, ensuring compliance with regulations and policies; develops and implements financial management processes including accounting controls, preparation of financial performance statements, conducting financial analyses, and supervising staff engaged in a variety of business transactions; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work that is similar, related or a logical assignment to this class.

1. Supervises and participates in the daily operations of the assigned college's Business Services Department; leads the preparation of financial performance statements for the operating budget of the campus; coordinates financial information flow with the District Office; reconciles budgets and produces general ledger and other summary documents; supports fiscal management by providing information and consultation on issues, designing forms, charts, or spreadsheets as requested.
2. Performs continuous internal audit of campus financial data and documents to ensure accuracy, completeness and compliance with District policies and procedures and applicable government regulations; develops and maintains documents and records of transactions to support internal and external audits; reviews and verifies the financial management of assigned staff and budget officers.
3. Oversees and prepares periodic financial statements for general fund accounts, grants, and other special programs; reviews budget allocations, compiles financial data and prepares reports in accordance with financial reporting requirements; assists with year-end closing by preparing adjusting entries for college operating and categorical budgets; provides year-end fiscal reports for categorical funds.
4. Conducts special financial research or analytical studies to assist administrators in the formulation of new policies and planning of new or revised programs; monitors the financial performance of special projects, funds, and grants, preparing mandated compliance reports as required; establishes internal controls for monitoring approved budgets; conducts various financial studies to support budget, project, and grant proposals.
5. Prepares budget transfers or journal vouchers for corrections or adjustments to the budget; reviews expense requisitions for compliance and analyzes and resolves budget variances with department heads; receives, reviews and approves budget and expenditure transfers, accounting entries and transactions to ensure conformance with funding requirements.
6. Oversees and participates in approving purchase requisitions for appropriateness and budgetary compliance; verifies completeness and conformance of requests and processes requests for

purchase; receives, reviews, and approves requests for checks, warrants, claims, and expense reimbursements.

7. Facilitates data gathering and preparation of annual operating budget proposals for the college; develops budgets for new and existing grants based on goals and objectives; prepares cost analysis for projects and sets up budgets accordingly; monitors expenditure reports and financial statements; identifies variances and provides reports on historical trends or discrepancies.
8. Assigns and evaluates the work assignments and performance of assigned staff, student workers, volunteers and vendors; participates in interviews and selection of employees; reviews and approves timecards for assigned staff.
9. Provides training and technical expertise to administrators, faculty, and staff for budget development and assists in resolving expenditure and budget issues and conflicts; conducts workshops; responds to questions from administrators, faculty, and staff regarding Business Services' activities, operations, rules and regulations; assists fund managers in resolving issues related to budget administration.
10. Coordinates Business Services' activities with other college departments, fiscal office and the District Office; supervises and coordinates facility billing and collection of fees to external and internal customers; develops and coordinates payment plans for students accessing eligible student body funds; bills and receives funds for course attendees.
11. Serves on committees and assists with District, local, regional, state and national conferences, meetings, workshops and training seminars.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Accounting and basic audit principles and practices.
2. Theory and practices of cost accounting, grants accounting and governmental accounting.
3. Preparation and interpretation of complex fiscal records and reports.
4. Modern and complex principles and practices of budgeting and financial reporting.
5. District procurement policies and procedures.
6. Analysis and research methods and techniques related to finance and accounting.
7. Research, statistical and forecasting methods used in accounting analysis and management.
8. Data processing applications.
9. Principles of supervision, training and performance evaluation.
10. California Community College Budget and Accounting Manual (BAM).
11. Federal/state and other applicable laws and regulations and District policies/procedures governing business services including the California Education Code and Title 5.
12. Principles and practices of effective supervision and leadership.
13. Principles, practices, methods and techniques of operational analysis, planning and management as applicable to assigned area.
14. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
15. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Assign, inspect, review and approve the work of staff in implementing college financial management processes.
2. Implement Business Services policies and guidelines.
3. Supervise accounting and budgeting functions and activities.
4. Prepare clear and accurate financial reports and statements
5. Manage, supervise and train employees in accounting and revenue-collection practices.
6. Use enterprise software and data systems for accounting, budget management and reporting.
7. Determine work priorities and analyze situations using sound judgment in the application of policies, rules, regulations and standard operating procedures.
8. Understand, interpret, explain and apply applicable rules, regulations, policies and procedures, laws, codes and ordinances.
9. Build and foster knowledgeable, cohesive and effective work teams.
10. Establish and maintain cooperative and effective working relationships with others.
11. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. Bachelor's degree from an accredited institution in accounting, finance, business administration or a related field.
2. Three years of increasingly responsible accounting and budgeting experience, including one year of lead or supervisory experience.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

1. Prior experiencing administering accounts and budgets in a higher-education institution.

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.

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple,

concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025

Salary Range: S-130

EEO Category: 2B2- Other Professionals