

## DIRECTOR OF BUSINESS AFFAIRS - COMMUNITY COLLEGE

GENERAL STATEMENT OF DUTIES: Directs the business affairs of the Community College, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Dean of Administration, is responsible for the operation of the College business office and the supervision of all administrative services connected with that office, to include budgeting, accounting, personnel, and clerical services. Supervision is exercised over a number of clerical and administrative employees.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises the collection of student fees, tuition finances, receipts of cooperative enterprises - check the validity of requests for refunds by withdrawing students - preparation of bank reconciliation statements;

Reviews receipts and bid proposals and initiates contracts regarding the rental of equipment, repair of plant and equipment, data processing services and concessionaire contracts (food);

Processes all student loans, work study programs, and federal grants;

Oversees the maintenance of personnel records, financial reports, and the preparation of the payroll;

Supervises the preparation of requisitions and purchase orders in connection with the purchase of supplies and equipment - receipt distribution, storage of supplies and equipment - maintenance of inventory records;

Prepares accounting records, financial reports, and statements for the County and the State;

Assists in the preparations of the annual budget and maintains control of the appropriations and allocations of expenditures by the departments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of the departmental administration of personnel, budgeting, and financial record keeping; thorough knowledge of office practices and procedures; familiarity with concepts of educational philosophies and Federal and State aid to education programs; ability to plan, lay out and direct the work of others; good judgment; tact; courtesy; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college with a Bachelor's Degree\* and either (A) a Master's Degree\* in Business Administration or related field and four years experience in business office management college or university; or (B) eight years experience in office management college or university; or (C) a satisfactory equivalent combination of training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.