

Manager – Financial Information
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under direction of the Vice President or assigned supervisor, the Manager is responsible for managing assigned program activities associated with maintaining fiscal data/information and support services programs.

Examples of Duties

1. Input and prepare detailed budget information, analyzing and identify variances and identifying points of interest for review.
2. Assist in preparation and administration of budget, control and authorize expenditures, approve invoices for payment, and respond to budget inquiries from college staff.
3. Manage the processes of releasing fiscal/budget information, revenues and expense obligations and report activities to help campus patrons navigate the KCCD and College procedures and processes in accordance with KCCD Board of Trustees policy. Modifies financial information processes to improve their usefulness. Provides one-on-one and group training regarding financial processes. When necessary, assist with District and College issues and initiatives.
4. Aid in the preparation of financial and statistical reports for analysis and /or audit purposes, administrative decision support, state, and federal reporting.
5. Provide information to various offices on account codes, budget status, profit/loss, and related information.
6. Aid the Budget Analyst and the Vice President of Finance and Administrative Services in implementing compliance with fiscal and budget policy and procedures.
7. Participate in meetings and conferences related to activities within the assigned area; disseminate information, coordinate projects and implement procedural changes; follow up on action items, and develop program reports as needed.
8. Coordinate with the Human Resources Office to monitor and prepare reports related to salary and benefits costs with an emphasis on budget data

accuracy.

9. Monitor expenditures and fiscal activities to assure appropriate use of funds and provide valued information to appropriate managers.
10. Provide personnel support and supervision if deemed necessary and appropriate.
11. Perform related duties as assigned.

Qualifications

- Bachelor's degree. (Equivalent: Associate degree and four (4) years of related experience.)
- Two years of experience related to area of assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Fiscal and administrative services available at the college.
- Modern office procedures, methods and computer equipment.
- Principles and procedures of financial record keeping and reporting.
- Pertinent federal, state and local laws, codes and regulations related to the assigned special programs processes.
- Principles of public speaking.
- Record keeping and report preparation methods.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Evaluate and implement project goals.
- Communicate information to individuals and groups.
- Interpret and apply the policies and procedures of the college and KCCD.
- Interact with and motivate others.
- Maintain records and prepare reports.
- Prepare and monitor budgets.
- Supervise and provide work direction and guidance to assigned staff.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Collaborate with college personnel and key project staff to track effectiveness based on evidenced based milestones for fiscal & administrative services.

- Develop and facilitate orientations, seminars, and workshops designed to familiarize students, faculty, and staff regarding opportunities.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3
Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
4	Ability to lift 10 pounds.
4	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a managerial/supervisory position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)