

Auxiliary Services Manager

Bakersfield College

Kern Community College District

JOB DESCRIPTION

Definition

Under the direction of the Vice President, Finance and Administrative Services, the Auxiliary Services Manager oversees the operations of the Bookstore, Food Services and Graphics Center. This individual also monitors and maintains the college budget; analyses data and provides information and reports to the Executive Director of Administrative Services and the College President on matters associated with the Annual Budgeting Process and College Financial matters. Performs a variety of complex financial transactions and prepares reports as directed.

Examples of Duties

1. Manage operations and provide innovative leadership for the following College functions:
 - a. Bookstore, Food Service, and Graphics Center including the mailroom.
2. Select, train, supervise, and evaluate managers and other staff; coordinate the work of Auxiliary Services with other major College units.
3. Provide personnel support and supervision.
4. Input and prepare detailed budget information, analyzing and indentify budget to actual variances for the current fiscal year, and identifying decision points for review by the Director and College President.
5. Monitor expenditures and fiscal activities to assure appropriate use of funds.
6. Aid the Director of Administrative Services in implementation and compliance with budget policies and procedures.
7. Aid in the preparation of financial and statistical reports for audit purposes, administrative decision support, State and federal reporting.
8. Communicate with various school personnel and outside agencies to prepare and provide them with required reports.
9. Coordinate with the Human Resources Office to monitor and prepare reports related to salary and benefit costs, including accuracy of budget data.
10. Research, analyze and recommend solutions to various complex budgetary and accounting problems.
11. Verify the availability of funds for journal transfers and purchase orders.
12. Analyze account transactions; assure fiscal documents are prepared and maintained in accordance with established requirements.
13. Prepare, review and input budget, journal entries and year-round accruals; verify the availability of funds for the various departments and administrative offices.

Examples of Duties (continued)

14. Provide information to various offices on account codes, budget status, and related information.
15. Perform related duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college with a major in accounting, business administration, or a related field. [Equivalent: Associate degree and four (4) years of related experience.]
- Five (5) years of increasing responsibility in professional retail and in bookkeeping experience.
- 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:

- General principles and practices of business administration related to retail sale operations.
- Budget-related administrative assignments.
- Leadership and managerial techniques.
- Laws, rules regulations and codes related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
- Personnel and budget management.
- Modern office practices, procedures and equipment.

Ability to:

- Manage and coordinate auxiliary operations and activities on campus and satellite sites.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Exercise leadership and maintain good working relationships with faculty, students, and staff.
- Learn and use Banner software system with high proficiency.
- Use Microsoft Office software with high proficiency, specifically Excel & Outlook.
- Perform high level professional accounting work in the analysis, maintenance and auditing of accounts affecting college wide operations.

Knowledge and Abilities (continued):

- Maintain accurate financial records to balance budget and accounts.
- Perform short-and-long range budget, financial and operational planning.
- Effectively work with academic, occupational, developmental, and Entrepreneurial programs in a multi-campus environment.
- Facilitate change in a productive and positive manner.
- Foster teamwork and to establish consensus.
- Effectively represent the college in the community.
- Work independently with little direction.

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
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)