

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BUSINESS & FINANCIAL SERVICES MANAGER, SUNCOAST TECHNICAL COLLEGE

SALARY SCHEDULE: ADMINISTRATIVE – [F] - J

COST CENTER: SUNCOAST TECHNICAL COLLEGE (0391)

QUALIFICATIONS:

- Bachelor's Degree or higher in Accounting, Finance or other business-related field from an accredited educational institution from an accredited educational institution.
- Minimum of five (5) years of directly related professional experience, preferably in a postsecondary educational setting.
- Supervisory Experience is essential.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of public sector multi-fund budget and finance procedures and practices.
- Knowledge of all laws, regulations and policies governing the use of and accountability of public funds – including generally accepted accounting principles and practices; governmental accounting, auditing and financial reporting practices and procedures.
- Ability to translate accounting principles, policies and practices into a coordinated system of financial reporting. Working knowledge of Workforce Education, Secondary FEFP, and FTE as they relate to budget planning and dual enrollment.
- Ability to understand and interpret federal (Title IV), state, Veterans' Educational Benefits regulations for student financial aid.
- Knowledge of applicable regulations, rules, policies and procedures in determining student financial aid awards. Ability to organize, prioritize and delegate functions.
- Supervisory skills and responsibility for monitoring and enforcing District policies and procedures, and local, state and federal regulations related to College business and financial aid operations.
- Strong working knowledge of computer applications.
- Ability to communicate effectively, both orally and in writing.
- Ability to use a participatory management style and consensus building approach.
- Ability to use effective public speaking skills, group dynamics, interaction, and problem solving skills.
- Ability to read, interpret, and enforce state board rules, code of ethics, School Board policies, and other appropriate state evaluation procedures.

REPORTS TO:

Director or Assistant Director, Suncoast Technical College

JOB OBJECTIVE:

To provide accountability and overall management of the business and financial services of the College

SUPERVISES:

Bookkeepers, Financial Aid Specialists and other assigned personnel.

PERFORMANCE RESPONSIBILITIES:

- Coordinate and manage the business & financial aid operations of the Technical College.
- Oversee the daily business and financial aid activities of the Technical College to ensure complete compliance with sound business practices.
- Establish and maintain a system of internal controls to ensure assets are properly safeguarded.
- Develop and maintain written policies and procedures related to the different business & financial aid operations.
- Coordinate internal reconciliation efforts and report in a timely manner to reviewing entities such as: District Finance office; auditors; local, state and federal agencies; accreditation teams.
- Ensure that financial reports along with internal reconciliations are submitted in a timely manner to the District Financial Services Department.
- Oversee College part-time payroll.
- Ensure that all annual reporting (i.e. 1098-T, 1099) conform to applicable tax laws are complete and submitted in a timely manner.

BUSINESS & FINANCIAL SERVICES MANAGER, SUNCOAST TECHNICAL COLLEGE (continued)

- Act as the site liaison with the District regarding business operations.
- Assist in budget planning and maintain the budget within guidelines and policies.
- Monitor the accounts of all departments to ensure expenditures are in compliance with applicable rules and standards.
- Perform program evaluations (i.e. Cost/Benefit or Return on Investment analyses) and provide reports to the Director and Program Managers in order to assess program viability.
- Approve purchases in coordination with the Director.
- Ensure that the Workforce Education allocations are expended in compliance with federal, state, and local laws, rules and regulations.
- Work closely with the IT Department to ensure that database parameters correctly reflect accounting principles including federal, state and local laws, rules, and regulations.
- Ensure timeliness and accuracy of computerized accounting systems.
- Be able to interface between the different financial programs used by the College
- Provide financial aid expertise needed to keep the College in federal, state and Veteran Educational Benefits compliance.
- Supervise and coordinate the submission of College tuition fees to the School Board for approval and provide managerial oversight for coordinating program fees at the College campuses.
- Responsible for training and mentoring new Financial Aid and Business Services staff.
- Assist in the completion of the Integrated Postsecondary Educational Data System (IPEDS) annual report.
- Maintain required records and other pertinent information for fiscal audits; local, state and federal financial aid program reviews.
- Maintain pertinent and timely communication with College administration.
- Engage in ongoing professional training regarding current trends and best practices in areas of responsibility.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- Assist employees in developing and securing staff development for improving performance.
- Develop and implement clear, consistent professional guidelines and expectations for assigned personnel.
- Represent, consistently, the District in a positive and professional manner.
- Provide leadership and direction for the assigned areas of responsibility.
- Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- Set high standards and expectations for self and others.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10