

**TITLE: Coordinator, Finance and Administrative Services, Petaluma Campus**

**CLASSIFICATION: Classified**

**SALARY GRADE: Q**

**JOB DESCRIPTION:**

Under minimal direction, oversee, advise, coordinate, organize, and perform District-wide functions in the area of Finance and Administrative Services, including: Accounting, Purchasing, Facilities Operations, Custodial Services, and Faculty Support.

**SCOPE:**

Under minimal direction, oversee, advise, coordinate, organize, and perform District-wide functions in the area of Finance and Administrative Services, including: Accounting, Purchasing, Facilities Operations, Custodial Services, and Faculty Support.

**KEY DUTIES AND RESPONSIBILITIES:**

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinate, organize, troubleshoot, problem solve and oversee the day-to-day finance and administrative operations at the Petaluma Campus including accounting, faculty support, budget, payroll, and purchasing functions; coordinate follow-up and research of payments and billing issues; monitor campus credit card rules and procedures; monitor appropriate internal controls; interpret, explain and ensure compliance with District policies and procedures, and applicable Federal and State laws, codes, rules and regulations.
2. Develop and oversee standard processes between campuses for review and approval of all documents and transactions that affect budget; analyze, generate, and audit documents containing financial information; ensure that expenditures are appropriate for the funding source; provide financial and operational planning for events; direct the preparation and maintenance of narrative and statistical reports and records related to assigned activities; audit reports for accuracy, completeness and compliance to established guidelines create projections.
3. Provide consultation and technical expertise to District-wide administrators, faculty, classified staff, STNC's, students and external organizations in all areas of Finance and Administrative Services including financial and operational issues, budgets, including categorical, grant funds, and Foundation budgets, financial transactions, District processes, rules, principles, guidelines, requirements, standards, policies and procedures; communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
4. Coordinate the collection, recording, deposit and disbursement of fees and funds in accordance with established policies and procedures; resolve complex student account issues and establish student payment plans; create, review, monitor and evaluate cashiering operations and systems including cash handling policies. Analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations; direct and coordinate the yearend close process for the campus; prepare historical data reports and projects; communicate time lines and instructions.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

5. Compile, maintain, and assist in developing budgets; maintains detailed spreadsheets and databases of areas expenditures; monitors multiple district-wide program/activity budgets; prepares purchase requisitions and budget transfers electronically.
6. Review student and STNC employment documents, and conduct I-9 verification and determine employment eligibility status.
7. Provide training to all Petaluma staff members in financial and facilities related software systems.
8. Maintain various statistical records for departments or areas; maintains complex general and confidential files. Create and maintain electronic and paper forms, documents, and inventory; places orders; and processes invoices, and payments; update and maintain multiple websites.
9. Serve as a lead worker to other Finance and Administrative Services staff. May supervise and train student and short-term, non-continuing (STNC) employees.

**ABILITY TO:**

Coordinate District-wide Finance and Administrative Services activities; work independently with minimal supervision; establish priorities; troubleshoot and problem solve; Perform complex duties; oversee a variety of projects simultaneously; interpret and advise others on District policy and procedure; follow and give oral and written directions; maintain cooperative working relationships. Communicate clear and concise directions; communicate effectively; maintain effective and cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Methods, principles, practices, techniques used in public agency and community college budgeting systems, payroll, accounting, financial record-keepings, purchasing systems, and facilities operations systems. Applicable laws, codes, regulations, policies and procedures.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Bachelor's Degree or equivalent

**EXPERIENCE:**

Increasingly responsible experience performing accounting or bookkeeping duties, including financial analysis, budgeting and financial management experience.