

TITLE: Coordinator, Finance and Administrative Services, Petaluma Campus

CLASSIFICATION: Classified

SALARY GRADE: C13

SCOPE OF POSITION:

Under general direction, oversees, advises, coordinates, organizes, and performs 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. Coordinates, organizes, troubleshoots, problem solves and oversees the day-to-day finance and administrative operations at the Petaluma Campus including accounting, faculty support, budget, payroll, and purchasing functions; coordinates follow-up and research of payments and billing issues; monitors campus credit card rules and procedures; monitors appropriate internal controls; interprets, explains and ensures compliance with District policies and procedures, and applicable federal and state laws, codes, rules and regulations.
2. Develops and oversees standard processes between campuses for review and approval of all documents and transactions that affect budget; analyzes, generates, and audits documents containing financial information; ensures that expenditures are appropriate for the funding source; provides financial and operational planning for events; directs the preparation and maintenance of narrative and statistical reports and records related to assigned activities; audits reports for accuracy, completeness and compliance to established guidelines create projections.
3. Provides consultation and technical expertise to District-wide administrators, faculty, classified employees, short-term non-continuing (STNC) employees, 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; communicates with faculty, staff, students and external organizations to coordinate activities and programs, resolves issues and exchanges information.
4. Coordinates the collection, recording, deposit and disbursement of fees and funds in accordance with established policies and procedures; resolves complex student account issues and establishes student payment plans; creates, reviews, monitors and evaluates cashiering operations and systems including cash handling policies. Analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with established limitations; directs and coordinates the yearend close process for the campus; prepares historical data reports and projects; communicates time lines and instructions.
5. Compiles, maintains, and assists 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. Reviews student and STNC employment documents, and conducts I-9 verification and determines employment eligibility status.
7. Provides training to all Petaluma staff members in financial and facilities related software systems.

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KEY DUTIES AND RESPONSIBILITIES – Continued

8. Maintains various statistical records for departments or areas; maintains complex general and confidential files. Creates and maintains electronic and paper forms, documents, and inventory; places orders; and processes invoices, and payments; updates and maintains multiple websites.
9. Serves as a lead worker to other Finance and Administrative Services classified and short-term, non-continuing (STNC) employees. May supervise and train student employees.

KNOWLEDGE OF:

1. Methods, principles, practices, and techniques used in public agency and community college budgeting systems, payroll, accounting, financial record-keeping systems, purchasing systems, and facilities operations systems.
2. Applicable laws, codes, regulations, policies and procedures.
3. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Coordinate District-wide Finance and Administrative Services activities.
2. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
3. Communicate effectively, both orally and in writing.
4. Exercise appropriate judgement in interactions with others and with work processes.
5. Interact with the public in a helpful, courteous, and professional manner.
6. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree or equivalent.

EXPERIENCE:

2+ years of experience performing accounting or bookkeeping duties, including financial analysis, budgeting and financial management experience required.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).