

DIRECTOR OF FINANCIAL SERVICES

Under the supervision of the Vice President of Administration, the Director of Financial Services shall:

Accounting and Audits:

1. Prepare adjusting, closing and reversing entries at the end of the fiscal year in order that year-end financial statements will accurately reflect appropriate revenue and expenditures for both the College and The Foundation.
2. Prepare periodic financial statements to inform the Board of Trustees and Administration of the condition of the various revenue and expenditure accounts.
3. Responsible for reconciliations of receivable accounts.
4. Responsible for monthly reconciliations of the various bank accounts.
5. Responsible for annual and other financial audits for both the College and The Foundation.
6. Assist the Director of Financial Aid with needed reports and maintenance of records needed for support of financial aid programs.
7. Coordinate accounting procedures with the Data Processing area and become acquainted with the College's administrative software package.

Budgeting:

8. Responsible for maintaining budget data in College's administrative software system.
9. Assist with preparation of the annual budget request.
10. Prepare estimates of revenue from various sources for budget forecasts.
11. Prepare estimates of expenditures for salaries and wages, services, supplies, utilities, etc., for budget purposes.

Payroll:

12. Be responsible for payroll procedures, audit of the payroll distribution accounts, and for the preparation and distribution of pay checks.
13. Be responsible for required retirement reports and work with Human Resources on benefit accounting and reports.
14. Actively engage in negotiation of collective bargaining agreements.

Cash and Investments:

15. Provide cash management by transferring funds for cash accounts to investment accounts at appropriate intervals.
16. Prepare periodic reports of cash on hand available for investments.
17. Prepare periodic forecasts of cash flow requirements.
18. Prepare Foundation investment reports to allocate amounts appropriately to various endowments.

Other Responsibilities:

19. Assume responsibility for maintaining a current inventory of moveable

equipment and maintain software for fixed assets.

20. Supervise the preparation of procedures manual for Business Office operations.

Directly supervises employees performing accounting, payroll, bookkeeping, and accounts receivable activities.