

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FINANCIAL CONTROL MANAGER – SDISBDC NETWORK

SUMMARY DESCRIPTION

Under the direction of the Regional Director of the San Diego and Imperial Small Business Development Center (SBDC) Lead Center, coordinate, train, and oversee the work of financial and budgetary staff located in the San Diego and Imperial Valley counties; perform a full range of financial analysis and budget management duties; ensure quality control of Network financial reports and expenditures policies and requirements; interface with District fiscal operations staff as well as SBDC Service Center staff; direct and oversee data analysis of Network performance including benchmarks and metrics; and provide training and/or one-on-one business advising in the area of financial management to small business clients.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, organize, train, and manage the finance-related work of staff located in San Diego and Imperial Valley counties; develop, implement, and monitor financial plans to achieve financial goals and objectives; assist Associate Director in EDMIS and WebCATS Management including development of reports for SBA, WebCATS configuration, data structure analysis, training, and implementation.
2. Perform a full range of financial analysis and SBDC budget management duties including development, implementation, monitoring, and maintenance of SBDC Network budgets; monitor program income and expenditures; ensure compliance with OMB circulars, federal, state, and local government regulations and requirements, and accreditation and audit standards.
3. Administer SBDC Network operational systems and records to ensure audit and accreditation readiness.
4. Assist SBDC Lead Center Directors in identifying and developing regional funding sources and partnerships.
5. Develop, implement, and monitor policies and procedures specific to budgeting, financial reports, and governmental accounting regulations.
6. Develop and maintain SBDC Network financial management procedures, systems, and documentation; disseminate changes in SBDC policies and procedures to Lead Center, District fiscal operations, and SBDC Network personnel.
7. Ensure SBDC Network compliance with applicable financial management policies and procedures (District, program, State, Federal), and program requirements per U.S. Small Business Administration (SBA), Chancellor's Office of the California Community Colleges (COCCC), and other funding sources.
8. Prepare financial reports and develop processes for the implementation of general ledger back-up of reports; review general ledger detail information to ensure quality and accuracy of ledger and reporting data.
9. Develop and deliver training to SBDC Network staff.
10. Function as liaison with SBDC Center Directors with regard to SBDC grant financial reporting procedures, requirements, and compliance for program budgets, expenditures, and supporting documentation.

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11. Develop, implement, and maintain systems to standardize network invoicing and documentation for audit purposes; evaluate and monitor accuracy of SBDC invoices submitted by SBDC Network service centers; monitor and ensure integration of performance and budget; review submission of supporting documentation for eligibility and appropriateness.
12. Prepare and review fiscal documents including budget, expenditure transfers, and purchase requisitions; review purchase orders and other fiscal documents to meet District procedures and policies.
13. Prepare a variety of reports including those for the SBDC Lead Director as necessary; oversee and participate in the preparation of Quarterly Budget Performance Reports and quarterly personnel salary distribution spreadsheet for accurate program expense distribution; reconcile program revenues and expenditures.
14. Perform other duties related to financial management and analysis of program budgets including to oversee, coordinate, and prepare annual budget development cycles.
15. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles, practices, and terminology of general and enterprise accounting.

Office of Management and Budget (OMB) cost principles.

Principles and practices used in the preparation of financial statements and comprehensive accounting reports.

Principles and practices of financial record keeping, control, and reporting.

Budgeting principles, practices, and terminology.

Cost and project accounting methods and procedures.

Auditing and internal control principles, practices, and procedures.

Generally accepted accounting principles and practices.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Business financial data systems and ERP systems.

Public sector grant-funded program procedures, processes, and requirements.

Financial management concepts and fiscal accountability.

Data management concepts including data integrity, flow, set-up, customization, and related concepts.

Principles and techniques of supervision, training, and performance evaluation.

Principles and practices of program development and administration.

Federal, state and local laws, codes and regulations pertaining to accounting and financial reporting.

Customer service concepts and applications.

Ability to:

Plan, coordinate, and implement assigned financial operations and activities.

Supervise, organize, and review the work of assigned staff.

Select, supervise, train, and evaluate staff.

Recommend and implement goals, objectives, policies and procedures for providing assigned services and activities.

Understand the organization and operation of the District, SBDC Network, and outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations relating to fiscal operations.

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Take initiative and use sound judgment in selecting appropriate financial management methods while managing multiple self-directed projects with varying degrees of difficulty and deadlines that require experience working with both public and private organizations.

Coordinate multiple parts of large and complex projects relating to meeting the needs of both internal and external clients.

Provide leadership on financial management, reporting, and monitoring to ensure compliance with government contracts.

Maintain effective and cooperative working relationships with SBDC Directors in the Network, other SBDC and college personnel, external funding agencies including the SBA, and private funders.

Plan and organize work to meet changing priorities and deadlines.

Conduct research and prepare clear, concise and comprehensive reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Work under pressure; handle significant problems and tasks that arise simultaneously and/or unexpectedly.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications as well as computerized accounting systems.

Perform mathematic computations and other accounting functions with speed and accuracy.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's degree in accounting, finance, business administration, or a related field and two years of increasingly responsible accounting or audit experience preferably involving grant accounting or audit in an academic setting or a government agency.

LICENSE OR CERTIFICATE

CPA or Audit Certificate is desirable.

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distraction; extended periods of time viewing computer monitor; work outside of normal business hours may be required in order to meet deadlines and to attend meetings in the evening or on weekends; travel may be required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Created: February, 2014
Forsberg Consulting Services