

Job Description

Position Title: Business and Financial Services Manager

Job Family: Financial Services

Job Level: Manager

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Business and Financial Services Manager manages business and financial operations for various College departments. Manages business processes, information systems, programs, and employees. Communicates with internal and external stakeholders regarding current and developing financial systems and processes. Performs all aspects of administration of business processes and financial systems. Provides professional development opportunities for staff. Oversees operational budgets for multiple financial aid programs.

Essential 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. Provides financial information, guidance, and oversight of program managers and supervisors regarding federal regulations and compliance of funding programs.
2. Manages and oversees business processes and information systems for multiple financial aid programs.
3. Oversees the operations of all grant proposals and post-award services for funded grant programs at the college. Facilitates grant proposal research, grant writing processes, and grant submission.
4. Directs the activities of assigned scholarship and outreach programs to maintain compliance with local, state, and federal regulations.
5. Provides all aspects of administration, award disbursement, and auditing of Title IV funds. Disburses other types of financial aid programs including private educational loans and state government aid.
6. Collects, analyzes, and breakdowns financial information for preparing reports and summaries. Serves as a financial advisor to assist with the financial component of contracts.
7. Communicates and cooperates with internal and external stakeholders. Develops and delivers analysis, recommendations, and reporting to stakeholders including internal and external auditors.
8. Supervises employees, provides training, prioritizes projects, evaluates annual performance, and hires.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge and application of organizational and time management principles
4. Skill in analyzing data and drawing conclusions
5. Skill in budget/resource management
6. Skill in coordinating and monitoring the work of others
7. Skill in effective communication (both written and oral)
8. Skill in independent decision making
9. Skill in people leadership and supervision
10. Skill in organization, coordination, and management
11. Skill in problem solving
12. Skill in team building
13. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
14. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree or in Accounting, Finance, or a closely related field of study required.
 - Master's degree or in Accounting, Finance, or a closely related field of study preferred.
 - Three (3) to five (5) years of related experience in accounting or finance required.
 - Five (5) to eight (8) years of related experience in accounting or finance preferred.
 - One (1) to Three (3) years of supervisory experience required.
 - National Association of Student Financial Aid Administrator (NASFAA).
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours