TITLE: Manager of Budget, Travel & Special Contracts

REPORTING SENIOR: Vice President of Finance and Administrative Services

JOB OBJECTIVE: Perform administrative services to provide planning and budgeting support of the college mission

ESSENTIAL JOB FUNCTIONS:

A. Prepares college Capital Maintenance and Capital Projects requests
B. Prepares State Appropriations Request
C. Prepares Physical Facilities Inventory, coordinates TTC Physical Facilities Inventory
D. Prepares Cost Study budget information
E. Monitors all budget accounts on a monthly basis, and notifies departments of problems, provides training to departments on interpreting the FRS budget statements
F. Prepares college operating budget on FRS budget module
G. Prepares college budget analysis using spreadsheet software
H. Prepares and maintains a variety of PC databases for use with budgetary projections
I. Performs monthly surprise cash audits
J. Trains TTC personnel on FRS budget module, and coordinates TTC budget reports
K. Prepares and maintains the Property Insurance Semi-Annual Report
L. Maintains lease database, prepares annual TBR lease report
M. Serves on campus committees as assigned
N. Reconciles the payment gateway
O. Oversees value-based security for financial applications
P. Coordinates food service operations
Q. Supervises the Technical Clerk assigned to travel and Sage
R. Provides oversight and approval for all payment request vouchers for the following: travel, subscriptions, memberships, petty cash exceptions and non-vendor payables
S. Provides oversight and approvals for subscription database, membership database and Sage database
T. Performs other duties as required

JOB STANDARDS:

A. Bachelor’s Degree in Business or Related Field or equivalent experience.
B. Two years’ budgeting experience.
C. Knowledge of accounting principles, PC database and spreadsheet experience required.

JOB LOCATION:

The primary job location is the College’s main campus. Occasional travel throughout the county service area may be required.

EQUIPMENT: Use of telephone, computer equipment, and other standard office equipment as required to accomplish essential job functions

CRITICAL SKILLS/EXPERTISE:

- PC database, word processing, and spreadsheet experience.
- Computerized budget system experience.
- One year of accounting coursework, or equivalent bookkeeping experience with general ledger reconciliation.
- Ability to establish and maintain an effective working relationship with employees and the public.

NON-ESSENTIAL FUNCTIONS: None