

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Financial Services Manager			<i>Date:</i> Feb 21, 2001
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0634	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Manages budgeting, accounting and diversified financial service responsibilities of the College's daily operations.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Effectively supervises the functions handled by the College's financial departments pertaining to payables, receivables, budget, cashiering services, fixed assets, banking relations, grants, reporting and inventories.	20%
2.*	Supervises the maintenance, reconciliation, and accountability of subsidiary and departmental ledgers in accordance with the State Accounting Manual and GASB.	10%
3.*	Serves to maximize the return on investments from legally available funds at the College in coordination with the State.	10%
4.*	Recommends changes to existing accounting procedures and assists in the development and implementation of new procedures.	10%
5.*	Develops work papers and compiles supporting documentation for financial statements and audit requirements.	20%
6.	Assists in the preparation of annual operating budget requests.	15%
7.	Serves on committees and represents the College at internal meetings.	5%
8.	Communicates on a regular basis with the Office of Information Technology regarding required program modifications and the reporting of system problems.	10%
9.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree.	
<i>Experience:</i>	Five to seven years of prior related experience required.	
<i>Planning:</i>	Plans events that are expected to occur during the year. Scope of planning is College-wide.	
<i>Impact of Actions:</i>	Has a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions that typically affect the department, but may at times affect operations, services, individuals, or activities of a campus.	
<i>Complexity:</i>	Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent is typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.	
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problems are complex, varied, and only mildly related to those seen before. Simply determining what the problem is required major individual effort and/or consultation with others within the department or College. A high degree of analytical ability and inductive thinking may be required.	
<i>Communications with Others:</i>	Requires regular internal contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Requires regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Supervision of Others:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance. Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of an appreciation for work conducted in other departments of the College.	
<i>Job-Related Knowledge:</i>	Advanced professional skills are required. The professional theory and practice of a seasoned professional are applied. Extensive knowledge of the professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base	
<i>Working Conditions/Physical Effort:</i>	Work is typically performed in an office, sitting at a desk or table. Environment involves only infrequent exposure to disagreeable elements.	