

Job Description

Position Title: Director, Business and Travel Expenses

Job Group: Financial Services

Job Level Group: Director

FLSA Status: Exempt

Position Summary:

The Director of Business and Travel Expenses manages the Department of Business and Travel Services. Manages college operations of employee, students, athletics, and international travel programs. Implements and manages financial information systems and databases for expense management, purchasing, and automated approval systems. Develops, and oversees College operational budgets. Develops and delivers financial system training policies and processes. Delivers comprehensive financial analysis and reporting to stakeholders.

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. Directs district operations of the department of Business and Travel Services in alignment with current industry principles, best practices, laws, and regulations.
2. Applies, and manages contemporary information services, systems, and technologies to deliver and enhance the accuracy and efficiencies of financial and business services.
3. Develops and executes communication strategies to effectively convey complex information to internal and external stakeholders regarding current and developing financial systems, policies, and processes.
4. Analyzes and reports complex financial information to administrators, the Board of Governors, and internal and external auditors.
5. Communicates technical and complex information to a broad range of constituents including administration, the College community, and the public.
6. Develops, implements, and oversees College policies, procedures, and processes related to the delivery of financial and business services in alignment with current industry principles, best practices, laws and regulations.
7. Hires, evaluates, and manages professional and paraprofessional staff. Prioritizes and assigns work, oversees professional development activities.
8. Conducts succession planning to maintain continuity of operations. Ensures personnel maintain required certifications, qualifications, and current knowledge in field of expertise.
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 in Business Administration, Accounting, Finance, or a closely related field of study required.
- Master's degree or in Business Administration, Accounting, Finance, or a closely related field of study preferred.
- Five (5) to eight (8) years of related experience required.
- Eight plus (8+) years of related experience preferred
- Three years of supervisory experience.
- 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 an standard 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 (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally 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