

## **DIRECTOR OF BUSINESS AFFAIRS**

### Position Description

The Director of Business Affairs reports to the Vice President for Student Affairs and has the following responsibilities:

1. Supervise all receipts and disbursements of the Suffolk Community College Association, Inc. and the Suffolk County Community College Foundation, Inc. in accordance with legal restrictions, rules and regulations as promulgated by Federal, State, and County agencies and the Board of Directors;
2. Design and implement all financial operating policies; provide for the internal financial control of the SCC Association, Inc., and the SCC Foundation, Inc.;
3. Assure compliance with Federal, State, and County law applicable to the operation of a not-for-profit membership corporation and private foundation;
4. Assist Association and Foundation-sponsored organizations and departments in the preparation of purchasing specifications and implementation of purchase agreements;
5. Maintain separate accounts for each campus, the Central Business Office, Suffolk Community College Foundation, campus child care centers, and the food service operation; provide assistance as needed in budget development and all financial matters;
6. Hire, supervise, and evaluate all employees of the Association Business Office;
7. Prepare appropriate fiscal reports for the Association and Foundation Board of Directors and others as needed;
8. Maintain an effective inventory system and a general fixed asset account;
9. Monitor all insurance programs, including securing proper bids and quotations, recommending policy changes, and preparing and filing claims;
10. Attend meetings of the Association Advisory Committees, Child Care Advisory Committees, and the SCC Foundation Board of Directors; serve as a resource person for all budgetary and financial matters;
11. Work cooperatively with College administrators and offices in all matters concerning Association and Foundation business; maintain liaison with the Deans of Student Services, Directors of Campus Activities, Directors of Athletics, Managing Director of the Theatre, Directors of the Child Care Centers, the Food Service Director, and appropriate Foundation and Alumni Association officers;
12. Administer other financial activities of the Association such as the investment of surplus and temporarily available funds, handling of gifts and bequests, establishment of exchange accounts, etc.;
13. Other related duties as assigned by the Vice President for Student Affairs.