**Director of Budgets and Auxiliary Operations**  
**Finance**

**JOB SUMMARY**

This position performs duties to direct budgeting functions and auxiliary business operations of Gordon State College.

**MAJOR DUTIES**

- Complete the college’s original budget and all budget amendments
- Conduct regular analysis of budget positions and review budget/expenditure requests
- Complete budget reports to the Board of Regents
- Analyze the financial trends that affect the college’s budget
- Assist in the development and implementation of management action plans to maintain a balanced budget
- Provide training for all budget managers
- Oversee day to day operations and budget management for auxiliary services
- Develop strategic plans for all auxiliary operations
- Monitor the work performed by all contracted 3rd party suppliers within auxiliary business units
- Provide day to day direction and leadership to departmental staff
- Track financial performance of auxiliary business units to ensure goals are met
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of budget development and management principles within governmental or higher education environments
- Knowledge of Board of Regents policies and procedures.
- Knowledge of State of Georgia budgetary policies.
- Knowledge of collegiate auxiliary services operations
- Skill in making timely, data-driven decisions
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Ability to manage multiple priorities and function in a project-lead capacity as needed
- Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The Vice President of Finance and Administration provides direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

**GUIDELINES**

Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines.
**COMPLEXITY/SCOPE OF WORK**

- The work typically includes varied duties requiring many different and unrelated processes and methods.
- The work product or service affects a wide range of agency activities, major activities of industrial concern, or the operation of other agencies.

**CONTACTS**

- Contacts are typically with co-workers, other college employees, vendors, peers at other colleges and universities, benefits providers, University System of Georgia representatives, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; or to justify, defend or negotiate matters.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position is responsible for managing Budget Analyst/Assistant (1), and Bookstore Manager (1).

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Master’s degree preferred
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for five years.