

FORT SCOTT COMMUNITY COLLEGE

Position Description

NAME: _____ JOB TITLE: Director of Business Operations

DIVISION/DEPARTMENT: Business Office/Fiscal Operations

RESPONSIBLE TO: Chief Financial Officer

MONTHS PER YEAR: 12 HOURS PER WEEK: Exempt UPDATED: June 2026

JOB PURPOSE:

The Director of Business Operations is responsible for the daily management and oversight of the Business Office and accounting operations of the College. This position ensures the accuracy and integrity of financial records, oversees monthly and year-end closing processes, maintains compliance with applicable accounting standards and regulatory requirements, supervises Business Office personnel, and supports the Chief Financial Officer in maintaining sound fiscal management practices.

This position is expected to function as the operational leader of the Business Office and may serve as a successor candidate for the Chief Financial Officer position.

JOB REQUIREMENTS

- Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred.
- Demonstrated knowledge of financial statement preparation, general ledger accounting, reconciliations, and month-end closing processes.
- Experience working with computerized accounting and enterprise resource planning systems.
- Higher education, governmental, or nonprofit accounting experience preferred.
- Minimum of five (5) years of progressively responsible accounting experience preferred.
- Supervisory or leadership experience preferred.
- Experience with GASB reporting requirements preferred.
- Experience with grant accounting and compliance preferred.
- CPA, CMA, MBA, or advanced accounting/finance coursework preferred.

MAJOR DUTIES AND RESPONSIBILITIES:

Financial Accounting and Reporting

- Ensure compliance with GASB, GAAP, and all applicable federal, state, and institutional accounting requirements.
- Manage and oversee the monthly and year-end closing processes.
- Prepare, review, and post journal entries.
- Prepare monthly, quarterly, and annual financial statements and supporting schedules.
- Perform and review balance sheet reconciliations and ensure supporting documentation is maintained.
- Maintain the integrity and accuracy of the College's accounting records and general ledger.
- Process weekly student refunds.
- Prepare and submit monthly sales tax filings.
- Maintain the credit card control account and related reconciliations.

Business Office Operations

- Direct the daily operations of the Business Office.

- Supervise Business Office staff including accounting, accounts payable, accounts receivable/student receivable, receptionist, and student workers.
- Train, evaluate, mentor, and develop Business Office personnel.
- Establish and maintain procedures that promote efficiency, accuracy, and effective customer service.
- Respond to and resolve inquiries related to accounts payable, accounts receivable, student accounts, and other Business Office functions.
- Maintain all files, records, and documentation related to assigned responsibilities.

Financial Compliance and Internal Controls

- Develop, document, and maintain accounting procedures and internal controls designed to safeguard College assets.
- Monitor compliance with institutional financial policies and procedures.
- Identify opportunities to improve accounting processes and operational efficiencies.
- Maintain user access and security controls within the College's financial systems/ERP.
- Serve as administrator for assigned governmental and regulatory online reporting systems.

Audit and Grant Administration

- Coordinate Business Office activities related to annual financial audits.
- Prepare audit schedules, supporting documentation, and requested analyses.
- Serve as a primary liaison with external auditors.
- Assist in the financial administration of federal and state grants, ensuring compliance with applicable regulations and reporting requirements.
- Monitor grant expenditures and maintain supporting documentation as required.

Budget Support

- Assist the Chief Financial Officer with monitoring departmental budgets.
- Review budget-to-actual activity and communicate significant variances to appropriate personnel.
- Support the preparation of financial information used in the annual budgeting process.

Student Financial Systems

- Interface financial aid, payroll, and purchasing systems with the College accounting system as required.
- Maintain chart codes, student billing configurations, and student payment plans.
- Support accurate student account management and reconciliation activities.

Other Duties

- Support preparation of Board and committee financial reports.
- Participate in special projects and process improvement initiatives.
- Perform other duties as assigned by the Chief Financial Officer.

Reviewed by Supervisor: _____

Signature: _____

Date: _____

All job descriptions are subject to revision based on changing needs of the college.