

Ability To:

- Perform the essential functions of the job with reasonable accommodation, if necessary.
- Organize and prioritize work and adjust to changing circumstances.
- Act decisively and accept responsibility for decisions.
- Work well with people; and possess good communication skills, both orally and in writing.
- Prepare and deliver oral presentations.
- Maintain consistent, punctual, and regular attendance.
- Operate standard office equipment including a computer.

Physical Ability To:

- Move hands and fingers to operate equipment, a computer keyboard, and manipulate paper.
- Hear and speak to make presentations and to exchange information in person and/or on the telephone.
- See to read a variety of materials, to prepare documents and reports.
- Periodically handle lightweight parcels and supplies.
- Occasionally stand or walk.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.

Qualifications:

- BA or BS degree or equivalent experience in a business related field of study.
- Minimum of three years of increasing responsibility and professional level experience managing a complex financial accounting and budgeting system.
- Minimum of three years of supervisory experience.
- Experience with computer spreadsheet, database, and word processing programs.
- Chief Business Official Certification desired.
- Valid California driver's license and ability to drive a car to perform job requirements.

Working Conditions:

- Environment: Office environment, constant interruptions, driving a vehicle to conduct work, evening or variable hours.