



Associate Vice Chancellor/Chief Financial Officer

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Contract Administrator	Contract	11/14/13	Contract Administrator	1 of 2

DEFINITION:

Under the general direction of the Executive Vice Chancellor, Administrative Services, the Associate Vice Chancellor/Chief Financial Officer serves as the district’s key financial expert and is responsible for the administration and management of business services for the District. The position is also responsible for development, analysis, and strategy planning related to District financial matters and provides leadership to the fiscal, payroll and purchasing departments. The position serves as a member of Chancellor’s Cabinet and fosters a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District.

EXAMPLES OF DUITES/ESSENTIAL FUNCTIONS:

Advises the Chancellor, Executive Vice Chancellors, Cabinet, District management and Governing Board on financial, payroll, and purchasing issues.

Evaluates the financial impact of policy options to support the decision-making process. Prepares budget projections, enrollment projections and recommends budget allocations of resources.

Plans, develops, and recommends policies, procedures, and objectives for finance, payroll, and purchasing for review by the Executive Vice Chancellor, Administrative Services.

Coordinates financial planning with the colleges and other District services, including auxiliary services and new funding sources.

Develops financial strategies for the District, including the colleges. Identifies opportunities to help the District maintain and improve its funding levels for local, state and federal government agencies.

Conducts in-service training for District and college staff members regarding financial policies, procedures, systems, and processes.

Provides leadership and oversight to the District financial services team including the planning, coordination, and direction, of budget preparation and control, fiscal record management, risk management, disbursement of funds, accounts payable and accounts receivable.

Plans, organizes and directs payroll administration and purchasing services.

Provides leadership for risk management as it relates to finance, contracts and insurance.

Works with Planning and Educational Services regarding the preparation of cost estimates, invoices, and contract requirements for grant opportunities.

Actively participates in strategic planning and budgeting processes, including responsibility for position control and budgeting.

Cultivates positive working relationships within the District to build customer confidence and satisfaction.

Ensures continuous improvement of financial services through re-engineering, organizational change management, new technology solutions, assessment of best practices, and feedback from internal users and external customers to increase productivity and effectiveness.

Ensures well-trained finance, payroll, and purchasing staff at District services and at the colleges.



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Promotes a work culture of customer service, innovation, and quality services to students, staff, and the community.

Complies with all District, county, state, and federal requirements including preparation of timely and accurate financial reports for internal and external entities.

Reviews pending finance and business legislation, legal mandates, regulations and guidelines which may affect District programs, functions, and activities.

Represents the District on state, regional, and local committees as assigned by the Executive Vice Chancellor, Administrative Services.

Performs other duties assigned.

REPORTING RELATIONSHIPS:

The Associate Vice Chancellor/Chief Financial Officer reports directly to the Executive Vice Chancellor, Administrative Services. The finance, purchasing and payroll teams report to the Associate Vice Chancellor/Chief Financial Officer.

MINIMUM QUALIFICATIONS:

An earned master's degree from an accredited college or university in business administration, finance or related field, or a bachelor's degree from an accredited college or university in a related field and additional certification or licensure equivalent to a master's degree.

Two years of senior management experience, and a total of five years of management experience in finance or a related department in a public or private agency.

Demonstrated sensitivity to, and knowledge and understanding of, the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students served by the District, and sensitivity to, and knowledge and understanding of, groups historically underrepresented, and groups who may have experienced discrimination.

Adopted 10/9/13