

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

(Executive Salary Range)

Job Code: 738

CLASS PURPOSE

This position reports directly to the Chancellor and works collaboratively with the Vice Chancellors, College Presidents, and the college Directors of Business and Administrative Services on fiscal related matters.

Under the direction of the Chancellor, the Vice Chancellor for Finance and Administration is responsible for the administration and supervision of the Peralta Community College District's finance, accounting, accounts payable, payroll, purchasing, information technology (IT), internal Auditing and budgeting services. The Vice Chancellor monitors and directs the daily business and financial operations and is responsible for coordination and providing support for budget development and oversight of the execution of the annual final budget.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Serves as the District's Chief Financial Officer.
- Provides leadership and is ultimately responsible for the coordination, development and preparation of the District's annual budget; provides reports, statistical and financial data as required to provide budget status information and support in new budget preparation; provides budget assumptions and develops revenue projections.
- Responsible for the District's annual audit, ensuring that local and state timelines are met for producing a timely audit. Coordinates the external audit process and insures the proper application of internal control processes.
- Responsible for the oversight of the District's complex Other Post Employee Benefits (OPEB) program.
- Supervises and directs the internal audit and accounting functions of the District and develops new procedures or accounting programs as needed, including the control and accounting for all funds in the District budget.
- Provides oversight of the Purchasing Department and the Information Technology Department ensuring that compliance, implementations and reporting requirements are met.

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- Responsible for the oversight of the District's newly implemented Budget Allocation Model including; ensuring the model is: consistent with the State's SB 361 funding model, provide financial stability, provide for a reserve in accordance with PCCD Board policy, responsive to the District and Colleges' planning processes.
- Utilizing the Budget Allocation Model, ensure financial resources are allocated to colleges and service centers with a focus on maximizing support and development of student learning programs and institutional effectiveness.
- Designs and implements a budget process that is transparent to the Governing Board and to the community at large.
- Provide fiscal oversight to ensure financial resources (bonds, benefits, OPEB, etc.) are prudently managed and adhere to or continue to develop proper Administrative Procedures and process improvement on procedures.
- Develops and submits to the Chancellor, in a timely manner, an annual budget for presentation to the Governing Board.
- Represents the District at state and national meetings and conferences dealing with budget and financial services issues.
- Provides leadership and is ultimately responsible for the multi-year Information Technology Expenditure Planning; work with the colleges, District Information Technology Office and the District Technology Committee (DTC) to identify and prioritize technology related needs and implementations.
- Exercises oversight of the District Payroll Office and the Accounts Payable Unit ensuring accurate and timely disbursements.
- Meets regularly with the college Directors of Business and Administrative Services and makes recommendations on matters of budget development, implementation and administration.
- Provides monthly budget reports and assists cost center managers with budget analysis and budget management as needed.
- Performs financial asset management and exercises oversight and administration (accounting and auditing) of bond issuance, bond funds and investments including; Measure B (Parcel Tax), Measure A (Capital Projects) and other on-going bond/fund management at the District.
- Exercises oversight of student fee collections through the Chancellor's Office Tax Offset Program (COTOP).
- Directs the development and maintenance of an on-going banking management plan.
- Plans, directs, and participates in the design and implementation of improved fiscal procedures for the District.
- Provides leadership in the formulation of District/College business practices, and assistance in the preparation and expenditures of the colleges' annual operating budgets.
- Directs appropriate access to budget information.
- Provides guidance and leadership relative to all account and fund reconciliation.
- Chairs the District Planning and Budget Council and serves on the District Retirement Board and other shared governance bodies.

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- Coordinates the management of the enterprise financial system and the assessment and review of new computer applications and systems that affect the financial operations of the District.
- Directs the development and implementation of the District's Chart of Accounts and insures that compliance and reporting requirements will be met.
- Directs the creation and production of financial statements and reports. Supervises the maintenance of records of expenditures, income and balances of all appropriations. Oversees the preparation of quarterly financial statements.
- Plans for and directs accurate and appropriate compliance with all State, Federal and local laws, Board policies and regulations governing the financial operations of the District.
- Supervises the operation of the District's revolving cash fund and for making transfers between District funds maintained in the county treasury.
- Assists with collective bargaining, prepares proposals and provides fiscal guidance in negotiations and settlements.
- Ensures the completion and filing of claims for various special projects.
- Performs other duties as assigned by the Chancellor.

MINIMUM QUALIFICATIONS

1. Combination of experience and education equivalent to:
 - a) Master degree from an accredited college or university in business administration, accounting, finance, or related field; plus five years increasingly responsible experience in a financial management position;
 - OR
 - b) Bachelor degree from an accredited college or university in business administration, accounting, finance or related field; plus ten years increasingly responsible experience as a chief financial officer in a public service agency.
2. Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Access, and PowerPoint), personal computers, and other standard office equipment;
3. Experience managing an enterprise financial management system, such as Oracle/PeopleSoft.
4. Commitment to participatory governance.
5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Demonstrated working knowledge of public finance and business administration.
- Experience with, and understanding of the Principles of Sound Fiscal Management (California Code of regulations, title 5, Section 85311)

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- Experience managing revenue bonds and other investments for a large institution.
- Evidence of the ability to work effectively as a team member with top level management.
- Evidence of a successful working relationship with managers, faculty, staff, students and members of the community.
- Effective communication and conflict resolution skills.
- Experience in, knowledge of or the ability to understand the following:
 1. The relationship and interaction of a community college and various community special interest groups.
 2. The technicalities of budgeting and the relationship of finance to the District operation in a multi-campus district.
 3. The Education Code and other State, Federal and local regulations as they apply to the management of a college and its special programs.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 11-6-13