

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VICE PRESIDENT FOR BUSINESS AND FINANCIAL AFFAIRS

SUMMARY DESCRIPTION

Under the administrative leadership and general direction of the Superintendent/President, the Vice President for Business and Financial Affairs is responsible for the overall planning, supervision, and coordination of the College's Business and Financial Affairs Office, which includes all accounting and financial services, including budget planning and development, business operations, facilities, computer systems services, and auxiliary services. The Vice President is a member of the Superintendent/President's Cabinet and is expected to set a management standard of leadership ensuring accurate and timely procedures for provision of services in support of the College.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide administrative leadership for the Business and Financial Affairs Office including oversight and direct involvement in assigned services and operations; plan and administer assigned services and functions including computer system and services, business operations, auxiliary services, including food services and bookstore operations, and risk management activities, programs, and operations.
2. Administer and supervise the District's financial affairs in accordance with the State laws, Board policies, and administrative regulations.
3. Keep abreast of all pertinent legislation, rules, regulations, and court decisions that may relate to Business and Financial Affairs functions; assume responsibility for interpretation of, and compliance with, Federal and State laws and regulations relating to Business and Financial Affairs.
4. Oversee the development and administration of the District's annual budget.
5. Engage in long-range financial planning.
6. Serve on management team in contract negotiations with Classified School Employees Association (CSEA) and Southwestern College Education Association (SCEA); provide assistance to the District negotiation team in reviewing, analyzing, and preparing counter proposals during formal negotiations.
7. Serve as the financial agent of the District; assume responsibility for collecting and providing updated financial information as well as accounting for, safeguarding, and investing District funds.
8. Plan, organize, and direct all aspects of business related programs; assume responsibility for implementation, interpretation, revision, and evaluation of the District's financial condition.
9. Assist Superintendent/President in formulating the business policies to be recommended to the Governing Board.
10. Conduct financial analysis and prepares reports necessary for the effective management and operation of the District.
11. Prepare required reports for the State Chancellor's Office.

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12. Maintain perpetual inventory of all properties of the District.
13. Plan and implement all annual audits.
14. Prepare and file annual reports and applications for funds from state and federal government.
15. Assume responsibility for fiscal supervision of the student financial aid programs and ASO.
16. Review legislation affecting college business management and advises Superintendent/President.
17. Oversee the preparation of materials and reports for the Board of Trustees including Board Agenda items.
18. Oversee and participate in the selection, training, and evaluation of assigned personnel; oversee work assignments; evaluate and assist employees to correct deficiencies; implement discipline and termination procedures as appropriate.
19. Represent the District at meetings, conferences, and workshops related to the management of Business and Financial Affairs functions.
20. Serve on college committees as assigned.
21. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of a Business and Financial Affairs office.
Public business and financial administration theory, principles, and practices and their application to a wide variety of programs and procedures.
Principles and practices of program and project design, development, implementation, and administration.
Pertinent Federal, State, and local laws, codes, and regulations.
District policies, procedures, and current educational programs.
Methods and techniques of designing and implementing Business and Financial Affairs related programs and projects including technology programs and projects.
Methods and techniques of leadership and management.
Principles of supervision, training, and performance evaluation.
Principles and practices of budget preparation and administration.
Methods and techniques of research, analysis, and decision making.
Principles and procedures of statistical record keeping and report preparation.
Modern office procedures, methods, and equipment including computers and applicable software.
English usage, spelling, grammar, and punctuation.
Advanced oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Direct the activities of and provide effective leadership to the College's Business and Financial Affairs Office.
Oversee and participate in the development and implementation of policies, procedures, goals, and objectives related to area of assignment.

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Develop, coordinate, and manage effective Business and Financial Affairs functions.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Provide consultation, support, and technical assistance related to area of assignment.
Research, analyze, and evaluate new service delivery methods and techniques.
Identify and respond to sensitive organizational issues, concerns, and needs.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare and present comprehensive, effective oral and written reports.
Develop and maintain an operational budget.
Select, supervise, and evaluate assigned staff.
Plan, organize, direct, and coordinate the work of assigned staff.
Effectively represent District policies to the general public, students, staff, outside organizations, and other government agencies.
Interpret and apply Federal, State, and local policies, laws, and regulations.
Exercise critical and independent judgment.
Serve on a variety of boards and committees.
Coordinate multiple project activities and tasks.
Work successfully with District faculty, administrators, and staff as well as community representatives.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

A Master's degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

DESIRED EDUCATION AND EXPERIENCE

A CPA, MBA, or an earned doctorate.

Extensive relevant experience in accounting or finance; demonstrated experience in financial planning; three years of experience as an administrator or manager in a finance related field.

An understanding of technology trends related to area of assignment.

Experience in a community college environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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