



POSITION DESCRIPTION

Vice President of Finance and Administrative Services

Position Vice President of Finance and Administrative Services
Department/Site Finance and Administrative Services
FLSA Exempt
Evaluated by Superintendent/President
Salary Range M-89

General Description

Under the direction and supervision of the Superintendent/President, the Vice President of Finance and Administrative Services serves as the District's Chief Business Officer and oversees the District's administrative services including facilities, the District's bond program, construction activities, payroll, health benefits and risk management. As such, the Vice President provides executive direction over strategic and long-range planning of the District's finances and facilities by the implementation, management and control of the budget and operational activities to ensure that the District is fiscally sound and in compliance with all financial regulations. The Vice President of Finance and Administrative Services should be an innovator and critical thinker with outstanding interpersonal, written, and oral communication skills. The Vice President of Finance and Administrative Services serves as a member of the Superintendent/President/ cabinet.

This is a 12-month classified management position.

Essential Duties and Responsibilities

- Provides financial analysis, advice, and counsel to the Board of Trustees and the Superintendent/President along with administering operations of the District's Fiscal Services Department.
- Administers the maintenance and operation program, purchasing, warehouse, transportation, and construction programs.
- Oversees development and monitoring of college budgets consistent with District goals and applicable laws; advises the Superintendent/President on fiscal implications of budgetary decisions.
- Prepares, edits, manages, and reconciles budgets for all programs supervised; provide for the internal allocation and regulation of funds through requisitions and internal adjustment of funds.
- Participates in policy development in matters of fiscal management and business operations.
- Manages operations and provide innovative leadership for the following District functions: finance, the District's bond program, payroll, risk management, maintenance and operations, purchasing, mailroom, warehouse, transportation, and construction programs.
- Selects, trains, supervises, and evaluates managers and other staff; coordinates the work of Finance and Administrative Services.
- Coordinates the planning, development, and implementation of innovative approaches to fiscal management.
- Oversees the purchase, maintenance and repair of equipment and facilities.
- Liaisons with auxiliary service contractors.
- Liaisons with District Facilities Planning and Construction, as well as contractors.
- Monitors budgets in areas of responsibility.



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- Participates in appropriate committees, conferences, seminars, and workshops.
- Consults with District auditors.
- Reports current legislation, which has financial impact to the District, to the Board of Trustees and Superintendent/President.
- Reviews and approves all proposed contracts of the District prior to Board of Trustees approval.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Minimum Qualifications

- Possession of a master's in business administration with a major in finance, economics, accounting or a related field.
- A minimum of three (3) years of successful leadership experience as a senior administrator at an institution of higher education.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex administrative department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.