

## **ASSOCIATE VICE CHANCELLOR/CHIEF FINANCIAL OFFICER**

Contra Costa Community College District

District Office - Martinez, California

The first review of applications will begin on November 6, 2009 (open until filled).

The Contra Costa Community College District seeks a highly motivated, collaborative individual with substantial experience leading the financial operations of a complex organization. This position serves as the district's key financial expert and is responsible for the administration and management of business and fiscal services to support the mission of the District. The Associate Vice Chancellor/ Chief Financial Officer is responsible for the overall development of financial plans, analysis, and strategies. The District Office Finance Department staff reports directly to the Associate Vice Chancellor/ Chief Financial Officer. The Associate Vice Chancellor/ Chief Financial Officer reports directly to the Vice Chancellor, District-wide Administrative Services.

**RESPONSIBILITIES** - The Associate Vice Chancellor, Chief Financial Officer is primarily responsible for the following activities:

- Advises the Chancellor, Vice Chancellors, Cabinet, College Presidents, and Governing Board on financial issues.
  - Evaluates the financial impact of policy options to support the decision-making process. Prepares budget projections and recommends budget allocations of resources.
  - Plans, develops, and recommends budget and fiscal policies, procedures, and objectives for review by the Vice Chancellor, District-wide Administrative Services.
  - Coordinates financial planning with the colleges and other District Services, including auxiliary services and new funding sources.
  - Develops financial strategy 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 Services and College staff members regarding financial policies, procedures, systems, processes.
  - Manages District Financial Services 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.
  - Works with Planning & Educational Services regarding the preparation of cost estimates, invoices, and contract requirements for grant opportunities.
  - Plans, develops, and recommends finance policies, procedures, and objectives for review by the Vice Chancellor, District-wide Administrative Services.
  - Actively participates in strategic planning and budgeting processes, including responsibility for position control and budgeting.
  - Cultivates positive working relationships within district-wide services and among and across the Colleges 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 staff at District Services and at the colleges.
  - 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, local committees as assigned by the Vice Chancellor, District-wide Administrative Services.
- Performs other duties assigned.

MINIMUM QUALIFICATIONS:

- A 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.
- Five years of management experience directing a finance department in a public or private agency.
- Sensitivity to and understanding of diversity in the workplace and educational environment.

DESIRABLE QUALIFICATIONS:

- Knowledge of California community college finance, including bond management, and understanding of the laws, rules, and regulations governing the California community colleges.
- Experience as a manager in a large, diverse and complex environment.
- Demonstrated experience with collective bargaining and negotiations.
- Experience in risk management, including liability/property insurance and workers compensation.
- Strong grasp of the principles of organizational theory and change, as evidenced by significant experience as a manager who has applied and practiced those principles.
- Demonstrated skills as a team builder and collaborative leader.

HOW AND WHERE TO APPLY

Please visit our website at <a href="http://apptrkr.com/127987">http://[www.4cd.net](http://apptrkr.com/127987)</a> and click on career opportunities for full details and to apply for this position.

Make a Change.  
Make a Difference.

The Contra Costa Community College District is an Equal Opportunity Employer