

San Bernardino Community College District

Vice Chancellor, Business & Fiscal Services

Position Type: Administrative

Full-Time/Part-Time: Full Time

Employment Period: Administrative-Annual Contract

Temporary Positions:

Requested Start Date:

Classification Title:

Summary Description:

The District will accept applications until the position is filled. However, the search committee will begin screening applications on August 10, 2015. Applications received after this deadline will not be guaranteed consideration. Under the general direction of the Chancellor, plans, organizes, directs and develops strategies for all business and financial operations of the San Bernardino Community College District (District) including, but not limited to, financial planning and budgeting, accounting and payroll, auditing, purchasing and contracts, facilities, risk management, environmental health and safety, energy administration, legal affairs and compliance, and general administration; and advises District management on business and financial matters, and the effective utilization of resources.

Examples of Duties:

1. Develops strategic business, financial and budget plans.
2. Serves as Chairperson of the District Strategic Planning Committee and the District Budget Committee.
3. Directs the design and implementation of strategies, procedures and systems for District-wide business and financial activities.
4. Directs the development and administration of the District budget; and recommends an annual budget to the Chancellor and the Board.
5. Directs internal and external audits of the District's operations.
6. Directs the planning, design and construction of the District's facilities and capital improvement projects, including voter-approved construction bond programs.
7. Directs and oversees the District's Employee Health & Safety and Energy Administration programs.
8. Directs the preparation of all federal, State, and other special financial claims or reports.
9. Provides leadership and assistance to District and college managers on business, financial and facilities management issues.
10. Analyzes business, fiscal and facilities legislation affecting the District, and makes related recommendations to the Chancellor and District managers.
11. Maintains liaison with various governmental agencies and may serve on agency boards and commissions as a representative of the District.
12. Oversees the preparation of reports and special studies to assist District management and the Board in the formulation or modification of strategies, policies and programs.
13. Trains, instructs, and manages subordinate staff.
14. Performs other duties as assigned.

Minimum Requirements:

Education/Training:

A Master's Degree in accounting or business administration or a related field with significant course work in business administration, financial management and facilities management.

Experience:

1. A minimum of four (4) years of increasingly responsible experience in general accounting, budget development, auditing, financial systems design, and facilities planning and development, including two (2) years at a managerial level, preferably in a college or governmental setting.
2. A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and employees, including those with physical or learning disabilities.

PLEASE REVIEW 'SPECIAL INSTRUCTIONS TO APPLICANTS' PRIOR TO SUBMITTING YOUR APPLICATION

Live Scan and Proof of Tuberculosis clearance required for employment at employee expense

Desired Qualifications:

1. Demonstrated knowledge of community college funding and finance in California.
2. Experience working in an educational institution preferably a community college. Knowledge of:
Policies, procedures, principles, and practices used in professional budgeting, purchasing, accounting, and auditing work – especially as same pertains to governmental and college district operations.
Principles of California accounting and reporting requirements.
Principles of California Community College finance.
Policies, procedures, principles and practices used in facilities and construction management; contract management and risk management.
Business applications of data processing.
Business office management, strategic planning and financial planning, investment management, budgeting and accounting principles and practices.
Leadership, supervision and training principles.
Design and development of financial systems management. Ability to: Plan, direct, coordinate, and control all activities of the fiscal services staff; supervise and perform professional accounting, statistical and auditing work involving the establishment, maintenance, and interpretation of interrelated financial policies and procedures.
Assemble, analyze, and interpret data, and make appropriate recommendations for fiscal and budget actions.
Interpret State, County, and District policies, legal documents, reports, and legislation.
Speak and write effectively; prepare and present written and oral reports.
Develop and sustain interpersonal skills to relate to District staff, State and local officials, and vendors.
Demonstrate effective time management and organizational skills.
Provide leadership based on ethics and principles as they relate to the functions and operations of the assigned area.
Demonstrate professionalism, fairness and honesty in all aspects of the performance of the duties.
Participate in the development and administration of goals, objectives, and procedures for assigned area.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships

Working Hours:

Flexible hours to meet the job demands of a top executive level position typically and minimumly met by working Monday-Friday 8:00 am to 5:00 pm and some evenings.

Salary and Benefits:

Salary Range is from \$152,714 to \$185,629 for 12 months of service (260 service days). Family medical, dental, and vision coverage, employee life insurance coverage (employee contribution variable depending upon plan selected), Flexible Spending Accounts, Vacation, Holiday, & Sick pay, Tuition reimbursement, Doctoral Stipend, Expense Allowance, and CalPERS Retirement (employee contributes 6% or 7% depending on current membership status).

Posting Date: 06/09/2015

Closing Date:

Special Instructions to Applicants:

To be considered an applicant, interested persons must submit ALL of the following documents:

1. Completed San Bernardino Community College District online Application. (Do not state "see resume" on the application form). Determination of applicants meeting minimum requirements will be based upon information provided in the SBCCD application. Resumes will be reviewed by the committee only after information satisfying minimum requirements have been listed in the SBCCD application. Paper applications will not be accepted. Incomplete applications will not be accepted.
2. A resume summarizing your educational and professional experience.
3. A cover letter explaining how your experience and background demonstrate that you meet the minimum requirements for the position stated in the posting.
4. A minimum of three (3) professional references and their contact information.
5. Unofficial Transcripts that show you meet the minimum educational requirement for the position. Only transcripts showing the awarded minimum required degree or higher degree will be accepted. Transcripts must be legible. Transcripts must be from a US accredited institution. Transcripts from outside the US must include an official evaluation for equivalency. Copies of diplomas will not be accepted in lieu of transcripts. Official Transcripts will be required upon hire. If possible, please highlight the area indicating the degree name/major and date awarded or conferred.

Applications that do not include all of these documents will be deemed incomplete and will not be considered.

As per the Clery Act of 1998, the campus security report can be found at:
http://www.sbccd.org/District_Police_Department/Clery_Act

Posting Number: 2013P00430M

To apply, visit: <http://apptrkr.com/618047>

The San Bernardino Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.