

**Vice President, Finance and Administrative Services**

**Kern Community College District**

**Position Number: 01731**

**Posting Date: 06/20/2016**

**Closing Date: 7/22/2016**

**Open Until Filled: Yes**

**Position Type: Management**

**Work Week: 40 hours per week/12 months**

**Minimum Salary: \$134,787.12 per year**

**Maximum Salary: \$176,852.38 per year (maximum entry \$138,156.80 per year)**

**Benefits:**

Our competitive benefits package includes medical, dental, and vision insurance; life insurance and dependent life coverage; long-term disability insurance, and an employee assistance program (EAP). At this time, all premiums for the employee and their eligible dependents are fully paid for by the District.

In addition, employees have the option to purchase:

- Flex 125
- AFLAC Policy
- Supplemental voluntary life insurance
- 403b Tax Shelter Annuity

All coverages begin on the first day of the month following the hire date. Employees are covered under the California Public Employees Retirement System (CalPERS) and are vested 100% after five years of full time service.

**College/Site: Cerro Coso College**

**Location: CC-Main Campus, Ridgecrest**

**Basic Function:**

The Vice President, Finance and Administrative Services, shall be directly responsible to the College President with the following major areas of responsibility: Provide fiscal and financial analysis, prepare a College budget, oversee maintenance and operations, college facilities planning, public safety, food services, the mail room, and liaison with various vendor contractors.

### **Examples of Duties:**

1. Oversee development and monitoring of College budgets consistent with District goals and applicable laws; advises the President on fiscal implications of budgetary decisions.
2. Prepare, edit, manage, and reconcile budgets for all programs supervised; provide for the internal allocation and regulation of funds through requisitions and internal adjustment of funds.
3. Conduct financial analysis.
4. Participate in policy development in matters of fiscal management and business operations.
5. Manage operations and provide innovative leadership for the following College functions: maintenance and operations, public safety, food services operations, and mailroom.
6. Select, train, supervise, and evaluate managers and other staff; coordinate the work of Finance and Administrative Services with other major College units.
7. Coordinate the planning, development, and implementation of innovative approaches to fiscal management.
8. Oversee the purchase, maintenance and repair of equipment and facilities.
9. Liaison with auxiliary service contractors.
10. Liaison with District Facilities Planning and Construction, as well as contractors.
11. Monitor budgets in areas of responsibility.
12. Participate in appropriate committees, conferences, seminars, and workshops.
13. Perform other duties as assigned.

### **Education and Experience:**

#### **Minimum Qualifications**

- Master's Degree from an accredited institution in Business Administration, Public Administration, Economics, Finance or Accounting AND four years of experience managing an accounting operation.

OR

- Bachelor's degree from an accredited institution and a Certified Public Accounting certificate with four (4) years Public Accounting experience with supervisory experience.

OR

- Bachelor's Degree with an emphasis in Accounting or Finance AND seven (7) years managing an accounting or finance operation.

Equivalency Process: If an applicant believes to possess equivalent qualifications to the stated minimum qualifications for this position, applicants are required to provide a separate equivalency statement along with the required application materials. Applicants must provide the following evidence that support being equivalent to the stated minimum qualifications for this position:

- Detailed work history with employment references
- Transcript(s) from an accredited institution
- Certificates and/or other related documents

AND

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college.

**Desirable Qualifications:**

- Audit and Fund Accounting experience in a public sector business such as a California School District.
- Enterprise Resource Planning (ERP ) systems experience.

**Knowledge and Abilities:**

**Knowledge of:**

- Fund-Accounting principles
- Budget-related administrative assignments.
- Leadership and managerial techniques.
- Contemporary issues in higher education.
- Personnel and budget management.

**Ability to:**

- Exercise critical thinking skill sets that include the ability to articulate issues, analyze data, develop options and provide recommendations.
- Exercise leadership and maintain good working relationships with faculty, students, and staff.
- Effectively manage priorities in large, complex, and diverse operational units.
- Effectively communicate orally and in writing.
- Perform short and long-range budget, financial and operational planning.
- Work collaboratively and productively with faculty, students, administrators, support staff, and the community.
- Effectively work within a system of participatory governance.
- Effectively work with academic, occupational, developmental, and entrepreneurial programs in a multi-campus environment.
- Facilitate change in a productive and positive manner.
- Foster teamwork and to establish consensus.
- Effectively represent the college in the community.

**Salary Grade: L**

**Special Instructions to Applicants:**

First Review of Applications:

Complete application packets will be accepted until the position is filled; but those received by 5:00 p.m. (Pacific Standard Time) on July 22, 2016 are assured consideration. The College reserves the right to extend time limits or reinitiate the recruitment/selection process at any point.

**Completed application packet must include:**

- Completed Online Application for Employment form
- Letter of interest (Cover Letter)
- Current resume
- Copy of legible transcripts, if applicable
- List of six (6) professional references – Listed on application form

Applicants who require reasonable accommodation to participate in the selection process should contact Human Resources to make the necessary arrangements.

**Recruitment Status (tentative):**

- Application Screening: TBD
- Interviews: TBD

The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.

All applicants must apply online at <http://apptrkr.com/832111>. Emails will not be accepted.

As an Equal Employment Opportunity Employer, the Kern Community College District encourages candidates with diverse backgrounds to apply.