

Interim Vice Chancellor, Business and Administrative Services
Ventura County Community College District

This recruitment is being conducted to fill an interim assignment only and will not be used to establish an eligibility list.

Under the administrative direction of the Chancellor, play a leadership role in short-term and long-term strategic financial planning; lead, plan, manage, organize, and evaluate District business operations, systems, and processes, including budget development and administration, fiscal and accounting services, facilities, banking and payroll, purchasing, auxiliary services, and other related operational functions.

Job Duties:

Serve as the Chief Business Officer (CBO) of the District. E

Ensure the fiscal integrity of the institution. E

Supervise operational areas including Budget, Accounting, Purchasing, Payroll, and Risk Management. E

Develop short-term and long-range plans for business operations within the District. E

Provide leadership in collective bargaining. E

Develop the annual budget in cooperation with college representatives and oversee the administration of the budget at a district-wide level. Chair the shared-governance committee responsible for fiscal and budget activities. E

Plan, organize, evaluate, and manage business operations of the District including general accounting, internal and external audits, payroll, purchasing, accounts payable, fiscal services, budget, contract administration, and facilities. E

Review, monitor and approve structure and operations district-wide to determine that they comply with proper controls, standards, policies and procedures; consolidate operations from colleges to District where appropriate, implement changes and enforce compliance. E

Direct the planning, development, and implementation of District fiscal policy for Board adoption; develop and document standard accounting procedures; assure District compliance with California Community Colleges Accounting and Budgeting Manual. E

Prepare or analyze financial data as it relates to the financial status of the District. E

Prepare Board agenda items on business matters and make appropriate presentations to the Board. E

Assess the fiscal impact to the District of statewide or legislative proposals. E

Provide guidance to Vice Presidents, Business Services relating to budget development and management, proper accounting, cash handling, controls and other matters. E

Supervise all fiscal matters of the District including investments, financial aid, and accounting; assist the colleges in fiscal management of the childcare centers, food services, and bookstores. E

Supervise the District's facilities programs. E

Plan and coordinate the fiscal year-end process with the colleges to assure the accuracy of the District's annual financial statements. E

Coordinate operations accounting procedures, controls and reporting, including the specifications for any new systems or enhancements. E

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates. E

Plan and coordinate the annual audit and assist the external audit firm in drafting the annual financial report; ensure any management letter comments are addressed appropriately.

Serve as a member or chair of various committees involved with policy, procedural or financial status issues; represent the District in a variety of committees.

Perform related duties as assigned.

Minimum Qualifications

Masters degree or equivalent from an accredited college or university in business administration, accounting or related field and five years of increasingly responsible fiscal management experience of a public agency, including fund accounting. Experience as a chief business officer at an institution of higher education is preferred.

Licenses or other Requirements:

Valid California driver's license

Knowledge Of:

Planning, organization and direction of the fiscal affairs of the District
Budget development and administration
Business theories, principles and practice, fund accounting and risk management
Good practices in leadership, teamwork, coaching, and facilitation
Oral and written communication skills
Principles and practices of management, continuous improvement principles, systems approach, and performance indicators
Applicable laws, codes, regulations, policies and procedures
Personnel and payroll regulations
Generally accepted accounting principles, GASB, fund accounting
State and federal accounting regulations
Appropriate software
Financial accounting and reporting
District collective bargaining process

Ability To:

Serve as a team leader
Plan, evaluate, and implement the fiscal policies, goals, and objectives
Maintain fiscal integrity and compliance
Collaborate, analyze, problem-solve, and negotiate
Communicate effectively both orally and in writing
Interpret, apply and explain rules, regulations, policies and procedures
Analyze situations accurately and adopt an effective course of action
Work independently with little direction
Plan and organize work
Prepare comprehensive narrative and financial reports
Supervise and evaluate the performance of assigned staff
Analyze financial and enrollment data
Present financial and statistical data clearly

Physical Abilities

Seeing to review financial documents
Speaking to make presentations
Sitting for extended periods of time

Posting Number: 0602141

Position: Full Time

Percent Position: 100

Months: 4

Employee Type: Management

Job Category: Management/Supervisory

Requested Start Date: 07/01/2013

Work Week/Hours: Monday to Friday, 8 am to 5 pm. The hours may fluctuate based upon the needs of the District

Closing Date: 04-28-2013

Required Applicant Documents:

Documents not to exceed 2mb maximum

Resume

Letter of Application

Required Selection Process:

A screening committee will review and screen all applications and associated materials. Those candidates deemed by the committee to be most qualified for the position will be invited to an interview. When completing the application, it is important to outline in detail your education, training (classes, seminars, workshops), and experience; you will be evaluated based upon the information provided.

Official transcripts providing confirmation that you meet the minimum educational requirement must be presented to the Human Resources Department prior to beginning employment. If you do not have official transcripts, it is advised that you order your transcripts in the event they are needed.

The Ventura County Community College District (VCCCD) will not tolerate harassment or discrimination against any person. Discrimination is defined as special or disparate treatment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or on the basis of these perceived characteristics or based on the association with a person or group with one or more of these actual or perceived characteristics. The VCCCD will enforce all state and federal laws and District policy prohibiting discrimination.

Salary Range: Negotiable

Starting Salary: Negotiable

Special Instructions to Applicants

This is an interim assignment to be filled while we recruit to fill the position on a permanent basis. The anticipated duration the assignment is July 1, 2013 to October 1, 2013; however, the assignment may be extended if necessary.

The following must be submitted for your application to be considered:

- *Completed Application for Management Employment

- *Resume

- *Letter of application that addresses the responsibilities and the personal/professional competencies listed in the position announcement.

- * Official transcripts providing confirmation that you meet the minimum educational requirement must be presented to the Human Resources Department prior to beginning employment. If you do not have official transcripts, it is advised that you order your transcripts in the event they are needed.

All application materials **MUST** be submitted by the closing date or your application will be considered incomplete and will not be submitted to the screening committee.

The VCCCD does not accept letters of recommendation. Please do not attempt to attach letters of recommendation to your application.

ACCOMMODATIONS:

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

To apply, visit <http://apptrkr.com/337228>

EOE

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