



Vice Chancellor, Fiscal Services

Executive Management Range: 3

Board Approved: 04/09/2009 P. 1|3

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

The Vice Chancellor of Fiscal Services serves as the Chief Financial and Administrative Officer of the District, reports to the Chancellor, serves as a member of the Chancellor's Cabinet and is responsible for planning, organizing, and directing all financial operations of the San Bernardino Community College District (District); for supervising the functions and staff of the accounting, accounts payable, accounts receivable, payroll, purchasing, budgeting, auditing, contracts, facilities and planning, risk management, management information systems, and printing/publications departments; and is responsible for reviewing and advising District management on financial matters and resource utilization.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serves as the Chief Financial Officer, plans, organizes, directs and controls financial transactions and financial management to assure the fiscal integrity of the institution.
2. Provides strategic direction and operational guidance to the District's fiscal services area.
3. Advises and assists the Chancellor and Board of Trustees in business related legal and financial matters including property acquisition, lease agreements, cost studies and long-range fiscal planning.
4. Ensures the fiscal stability of the District through the use of sound, value-added management practices, allocation of resources, integration of education and facilities master plans and identification of alternative funding sources.
5. Designs and implements, District procedures and systems for all fiscal areas and financial activities.
6. Assists in the development of District financial and budgeting policies.
7. Oversees facilities planning, operations and management as well as provides direction and leadership for the Facilities Bond Construction Program.
8. Anticipates, prevents and resolves conflicts and problems under areas of supervision.
9. Supervises the preparation of routine reports as well as special financial or statistical studies needed to assist the District management and the Board in the formulation of new policies in the planning of new or revised programs.
10. Recommends the selection of managers and staff in the areas of supervision.
11. Leads, manages, trains, instructs and supervises subordinate staff.
12. Controls and directs the preparation of all federal, State and other special financial claims or reports.
13. Provides assistance to District and college managers on financial management, collective bargaining and on the District's and College's business, financial and equipment needs.
14. Coordinates and supervises the fiscal and accounting systems required for the operation of the bookstores, cafeterias, and student body organizations.



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15. Analyzes financial legislation affecting the District.
16. Participates in community, state and national organizations and meeting to represent and advocate for the District and maintains liaison with various governmental agencies.
17. Plans, organizes, and directs the overall internal and external audits of the District's operations, including the student financial aid programs.
18. Directs the development and administration of the District budget including a budget allocation model; and recommends to the Chancellor an annual budget.
19. Learns, interprets and applies Education Code, Title V and federal, state and county regulations as related to the areas of responsibilities.
20. Maintains currency of knowledge and skills related to the duties and responsibilities.
21. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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.
- 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.
- Contract management; facilities and construction procedures.
- Management information systems and printing and publishing capabilities.

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.



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- 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 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 with those contacted in the course of work.
- Lead, manage, supervise, train and evaluate staff.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

- A Master's degree in accounting or business administration or a related field with significant course work in financial management.

Experience:

- 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.

Preferred Qualifications:

- Demonstrated knowledge of community college funding and financing in California.
- Experience working in an educational institution preferably a community college.

License or Certificate:

- Possession of an appropriate, valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.