

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Associate Vice Chancellor, Finance and Business Services

Unit: Management

Page: 1 of 4

Job Code: C3442

Original Date: 07/1989

Last Revision: 07/2023

Staff Type: Classified

FLSA status: Exempt

Salary Range: 8

DEFINITION

Under the general leadership of the Executive Business Officer and in accordance with the goals of the District, the Associate Vice Chancellor develops and monitors the District's annual budgets and audits and directs, administers, plans, controls, organizes, and implements districtwide financial-related operational support services, including complex and responsible accounting activities and reporting in compliance with established policies and procedures. The Associate Vice Chancellor provides equitable operational leadership to a broad and diverse group of District stakeholders in the application of policies, procedures, collective bargaining agreements, employee handbooks, and standard business practices. The Associate Vice Chancellor serves as the Acting Vice Chancellor in the absence of the Vice Chancellor as assigned.

EXAMPLE OF DUTIES

1. Develop, implement, manage, coordinate, and lead the daily operations in assigned functions within the Finance and Business Services Division to provide effective, efficient, and equitable services to the District's Diverse stakeholder communities.
2. Plan, organize, direct, and lead the development and monitoring of the District's annual budgets and multi-year projections; prepare and monitor preparation of all related State reports; and plan, organize, and monitor all accounting functions of related financial services as assigned within a broad framework of policies, procedures, laws, regulations, strategic objectives, and the District's mission.
3. Lead and manage the development, recommendation, and implementation of goals, objectives, policies, procedures, standard business practices, and strategic priorities for assigned programs and functions within applicable laws, regulations, and standards with an emphasis on expanding inclusion, equity, and accessibility for the District's diverse communities.
4. Monitor proposed and enacted changes in laws, regulations, and best practices impacting finance and business services programs within the California Community College system; develop and propose strategic objectives to ensure effective, efficient, and equitable operations and outcomes within assigned programs and functions.
5. Direct and participate in the preparation of District financial reports; prepare multi-year and annual revenue and expense projections and forecasts; monitor the District's ongoing financial position while ensuring compliance with all mandated local, State, and federal reporting requirements; and provide recommendations to executive leadership regarding the District's overall fiscal position.
6. Lead and coordinate completion of annual internal and external financial audits, direct the close of the fiscal year, coordinate and oversee all annual contracted audits, analyze audit reports, prepare written responses, develop and implement any modifications to accounting systems, and ensure compliance with generally accepted accounting principles (GAAP) and all Governmental Accounting Standards Board (GASB) pronouncements.
7. Direct the preparation of all necessary financial agreements for the District, including banking relationships, audit contracts, financing agreements, and any agreements necessary to assist in providing funds to meet the District's cash flow requirements.
8. Maintain proper accounting controls over all District revenue and expenditures and ensure compliance with all appropriate internal controls.

9. Ensure the Business Support Services Department maintains strict ethical legal practices, regularly review District policies and procedures and implement improvements, and manage record retention in accordance with District policy and applicable laws and regulations.
10. Ensure the timely preparation, maintenance, submission, and distribution of reports and records as required by federal, state, local, and District regulations and policies; provide routine and timely communications to the Chancellor, Board of Trustees, Chancellor's Cabinet, and District stakeholders of the status of assigned functions, programs, and services.
11. Direct preparation of Finance and Business Services budget development, regularly review budgets and actuals, and provide financial analysis reports as required.
12. Develop, implement, direct, review, and revise processes to ensure all requisitions and purchase orders meet legal requirements and comply with California Education Code, Government Code, Public Contract and Commercial Codes, State and federal laws, and other relevant, legal, and regulatory requirements.
13. Direct the preparation of Request for Proposals (RFP) related to area of assignment; negotiate banking relationships, armored car contracts, and audit contracts; participate in the development and review of District financial agreements, including Certificates of Participation.
14. Plan, organize, direct, supervise and lead daily operations in the Finance and Business Services Division, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participate in hiring and onboarding new staff, and participate in corrective and disciplinary processes with assigned staff.
15. Utilize technology resources effectively to automate routine processes and procedures, improve efficiency of operations, and maintain currency with Finance and Business Services' operational standards; evaluate and recommend changes in technology resources to improve operations; and ensure use of technology resources results in equitable services and outcomes for diverse District communities.
16. Proactive participation in assigned committees and special projects; cooperate, coordinate, and collaborate with stakeholders as appropriate to advance Finance and Business Services' strategic objectives and effective operations.
17. Work collaboratively and professionally with faculty, staff, students, and other stakeholders from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.
18. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
19. Contribute positively to a culture of diversity, equity, and inclusion; take action to promote staff diversity; and create an inclusive environment in the Finance and Business Services Division.
20. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Business and contract law.

California Education Code and Title V regulations and laws; IRS code, California Code of Regulations, and Governmental Accounting Standards Board (GASB) regulations applicable to assigned areas of responsibility.

District organization, operations, mission, strategic objectives, policies, procedures, and rules.

Effective communication methods, techniques, and modes to engage with diverse stakeholder communities.

Effective, efficient, and equitable professional and service-oriented office operations, procedures, and practices.

Effective information and record management methods.

Effective finance and business services program operations within a diverse educational and professional environment.

Lived experiences of individuals from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.

Principles and practices of accounting and budgeting.

Principles and practices of auditing and general financial reporting requirements.

Principles and practices of internal controls.

Principles and practices of fixed asset control.

Principles and practices of purchasing and contracts.

Principles of effective community college and higher education instructional programs, comprehensive student services, and administrative operations.

Principles of effective, efficient, and equitable public administration and organizational management, leadership, and operations.

Software applications, computer systems, and other technology resources used in the administration of finance and business services programs.

Skills and Abilities:

Achieve compliance with generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) requirements, and federal and state requirements.

Communicate effectively with diverse stakeholders, orally and in writing.

Conduct internal and external environment analyses to inform strategic planning processes.

Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations in accordance with applicable laws, regulations, policies, procedures, and rules.

Develop and implement effective finance and business services policies and procedures.

Establish and maintain effective working and professional relationships with individuals from diverse communities.

Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.

Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.

Maintain appropriate professionalism in stressful situations.

Maintain accurate records and produce detailed, thorough, and accurate statistical analyses and reports.

Operate and effectively use office technologies and software applications, including general business platforms and technologies specific to finance and business services programs.

Organize, assign, prioritize, and guide work activities of assigned staff and provide timely, effective feedback.

Provide training, professional development, and professional growth to assigned staff.

Read, interpret, and apply laws, regulations, and guidelines impacting the effective, efficient, and equitable performance of finance and business services programs.

Understand, evaluate, and provide strategic input on the impact of proposed and enacted changes in laws, regulations, guidelines, and effective practices impacting finance and business services.

Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.

Training and Experience:

Any combination of training and experience equivalent to: a Master's Degree from an accredited college or university in Business Administration or related field, six years of relevant business experience, and three years of progressive leadership or supervisory experience in financial management or business services administration. A Bachelor's Degree in Accounting or a related field with 10 years of relevant business experience, and three years of progressive leadership experience may substitute for the Master's Degree requirement.

License:

Valid California driver's license.
CPA, CMA, or related certification is desirable.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.