

**Vice President, Finance and
Administrative Services
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION**

Definition

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 mailroom, 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.

Examples of Duties (continued)

10. Liaison with District Facilities Planning and Construction, as well as contractors.
11. Monitor budgets in areas of responsibility.
12. Serve as Cerro Coso Community College Foundation Secretary/Treasure .
13. Participate in appropriate committees, conferences, seminars, and workshops.
14. Perform other duties as assigned.

Qualifications

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.

Qualifications (continued)

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.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Working Conditions (continued)

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
3	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)