

Rio Hondo Community College District

Vice President, Finance and Business

DEFINITION:

Under executive direction of Superintendent/President, to plan organize, coordinate, direct and administer the College and District's fiscal, Information Technology, and Business Services functions including accounting, investments, auditing, computer systems, warehousing, print shop, purchasing, switchboard, bookstore and food services; to provide expert advice and assistance to the Superintendent/President and cabinet; to include oversight of Facilities Services in conjunction with the Superintendent/President and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single position executive classification with overall accountability for the Fiscal, Financial and Business Services division of the College District, with overall accountability for fiscal and financial services of the District.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Plans, organizes, coordinates, administers and directs the work of the fiscal/business services and information technology division of the College, through subordinate managers.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division; monitors developments related to division activities, evaluates their impact and implements policy and procedure improvements; serves as a member of the Superintendent/President's Cabinet and participates in establishing and achieving institutional goals in accordance with the District's educational master plan.
- As Chief Financial Officer, responsible for preparation, coordination, presentation, development and management of the annual budget for the institution; and development of various funds including general fund, capital project fund, ASO, ASB, Financial Aid fund, Child Development fund; coordinates fiscal management of grants in conjunction with the Grant Development office.
- Oversees all fiscal and financial areas including cashiers, accounts payable, accounts receivable, inventory, payroll, general liabilities, and investment management; provides recommendation on fiscal areas to the Superintendent/President regarding the Foundation; oversees fiscal matters related to construction, plant maintenance, improvement and state schedule maintenance and capital fund.
- Responsible for investments, annual audit and ongoing internal auditing; monitors District financial status to ensure financial solvency; monitors District cash positions to

maximize investment/interest income, selects and recommends investment funds, works with investment firms.

- Prepares or directs the preparation of annual, quarterly and other required reports to federal, state and local agencies; and of a variety of studies and reports related to current issues and long-range fiscal, Information Technology and Business Services needs, and oversees development of specific proposals to meet them; prepares and maintains written reports, records and correspondence.
- Plans, oversees and manages general obligation bond proceeds and investments; audits bond.
- Makes recommendations to Superintendent/ President on bond authorizations and bond sales.
- Represents the District as the chief business officer for California Community Colleges.
- Provides executive direction, through subordinate managers, of the College's Information Technology and Business Services departments.
- Plans, delegates and oversees execution of division programs and activities.
- Directs the selection, management, and performance appraisal of division staff and provides for their training and development.
- Coordinates the work of the division with other College divisions, programs, outside agencies, and other entities, and represents the College as liaison.
- Serves on, chairs and otherwise may participate in a variety of internal and external committees including cabinet, Planning Fiscal Council, County Office of Education, civic and community organizations.
- Ensures compliance of College fiscal, and division activities to applicable codes, regulations and guidelines.
- Promotes equal opportunity, student and gender equity to effectively serve the District's diverse community.
- Principals and practices of facility management and maintenance, local and state laws and regulations.

MINIMUM QUALIFICATIONS:

Knowledge of:

Administrative principles and methods including goal setting, program planning, implementation and evaluation, fiscal management, budget development and maintenance.

Principles and practices of management at the executive level including leadership, motivation, participative management, work planning, performance appraisal, discipline and related human resource practices.

Federal, state and other laws, codes and regulations affecting financial and business services operations of the College.

Principles and practices of finance, government accounting, budget management, investment, fixed asset accounting, and fiscal management of grants.

Computer applications related to finance and accounting.

Skill in:

Planning, organizing, assigning, coordinating, directing, reviewing and evaluating fiscal and business services programs and activities.
Selecting, training, motivating and appraising division staff, directly and through subordinate managers.
Developing, implementing and evaluating financials, budget, business services, Information technology goals, objectives, policies, procedures, standards, services and activities.
Analyzing complex management problems related to budget, finance, investment, Information technology and business services, evaluating alternatives, and formulating and implementing effective courses of action.
Establishing and maintaining effective working relationships with those contacted in the course of the work, including cabinet level administrators, outside entities, and individuals of diverse academic, cultural and socio-economic backgrounds.
Representing the division or College effectively internally and externally.
Preparing clear, concise and effective reports, correspondence and other written materials.

Other Requirements:

As an exempt employee, the incumbent may be asked to work variable schedules. Must possess a valid California driver's license and have a satisfactory driving record. Must be able to travel for meetings and College functions. In accordance with Title V, must possess a master's degree and one year of formal training, internship, or leadership experience reasonably related to the assignment.

EDUCATION AND EXPERIENCE:

Master's degree with a major in Finance, Business Administration or a closely related area, and four years management level experience in Finance, including work with computer based accounting systems. Experience in an educational setting is highly desirable. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office setting and use standard office equipment and computers.