

Vice Chancellor, Business & Fiscal Services

Posting Details

Position Information

Does this position accept online application?	Yes
Classification Title	
Job Title	Vice Chancellor, Business & Fiscal Services
Position Type	Administrative
Number of Vacancies	1
Full-Time/Part-Time	Full Time
If Part-time, indicate percentage	
Employment Period	Administrative-Annual Contract
Temporary Positions	
Requested Start Date	

Replacement Information

Name of Person Being Replaced	Charlie Ng
Other reason for replacement	
Incumbent on leave until	
Reason for Replacement	Resigned

Budget Information

Previously Budgeted For	Yes
Categorical	No
Account Number	01-00-03-9006-0000-2100.00-6720
Funding End Date	
Position Location	District
Schedule	MGMTSUP
Salary Range Detail	26

Department Information

Requestor Phone/Extension	4091
Describe unique duties and responsibilities to the position in your area	
Special skills/Education/Experience specific to this position	
Department/Discipline	DIST-Chancellor
Requesting User	

Posting Text

Summary Description

The Vice Chancellor of Business & 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; including but not limited to, financial planning and budgeting, accounting and payroll, auditing, purchasing and contracts, facilities, risk management, environmental health and safety, energy administration, legal affairs and compliance and general administration; and advises District management on business and financial matters and the effective utilization of resources.

Examples of Duties

REPRESENTATIVE DUTIES:

Duties may include, but are not limited to, the following:

1. Develops strategic business, financial and budget plans.
2. Serves as Chairperson of the District Strategic Planning Committee and the District Budget Committee.
3. Directs the design and implementation of strategies, procedures and systems for District-wide business and financial activities.
4. Directs the development and administration of the District budget; and recommends an annual budget to the Chancellor and the Board.
5. Directs internal and external audits of the District's operations.
6. Directs the planning, design and construction of the District's facilities and capital improvement projects, including voter approved construction bond programs.
7. Directs and oversees the District's Employee Health & Safety and Energy Administration programs.
8. Directs the preparation of all federal, State, and other special financial claims or reports.
9. Provides leadership and assistance to District and college managers on business, financial and facilities management issues.
10. Analyzes business, fiscal and facilities legislation affecting the District, and makes related recommendation to the Chancellor and District managers.
11. Maintains liaison with various governmental agencies and may serve on agency boards and commissions as a representative of the District.
12. Oversees the preparation of reports and special studies to assist District management and the Board in the formulation or modification of strategies, policies and programs.
13. Trains, instructs, and manages subordinate staff.
14. Performs other duties as assigned.

Minimum Requirements

REQUIRED EDUCATION AND EXPERIENCE:

Education/Training:

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

Experience:

1. A minimum of four (4) years of increasingly responsible experience in general accounting, budget development, auditing, financial systems design, and facilities planning and development, including two (2) years at a managerial level, preferably in a college or governmental setting.
2. 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.

Desired Qualifications

PREFERRED QUALIFICATIONS:

1. Demonstrated knowledge of community college funding and finance in California.
2. Experience working in an educational institution; preferably a community college.

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. 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 the 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.
Working Hours	Flexible hours to meet the job demands of a top executive level position typically and minimumly met by working Monday-Friday 8:00 am to 5:00 pm and some evenings.
Salary and Benefits	Salary Range is from \$152,713 to \$185,629 for 12 months of service (260 service days). Family medical, dental, and vision coverage, employee life insurance coverage (employee contribution variable depending upon plan selected), Flexible Spending Accounts, Vacation, Holiday, & Sick pay, Tuition reimbursement, Doctoral Stipend, Expense Allowance, and CalPERS Retirement (employee contributes 6% or 7% depending on current membership status).
Posting Date	05/13/2014
Closing Date	07/31/2014
Special Instructions to Applicants	To be considered an applicant, interested persons must submit ALL of the following documents: 1. Completed San Bernardino Community College District online Application. (Do not state "see resume" on the application form). Determination of applicants meeting minimum requirements will be based upon information provided in the SBCCD application. Resumes will be reviewed by the committee only after information satisfying minimum requirements have been listed in the SBCCD application. Paper applications will not be accepted. Incomplete applications will not be accepted. 2. A resume summarizing your educational and professional experience. 3. A cover letter explaining how your experience and background demonstrate that you meet the minimum requirements for the position stated in the posting. 4. A minimum of three (3) professional references and their contact information. 5. Unofficial Transcripts that show you meet the minimum educational requirement for the position. Only transcripts showing the awarded minimum required degree or higher degree will be accepted. Transcripts must be legible. Transcripts must be from a US accredited institution. Transcripts from outside the US must include an official evaluation for equivalency. Copies of diplomas will not be accepted in lieu of transcripts. Official Transcripts will be required upon hire. If possible, please highlight the area indicating the degree name/major and date awarded or conferred. Applications that do not include all of these documents will be deemed incomplete and will not be considered. As per the Clery Act of 1998, the campus security report can be found at: http://www.sbccd.org/District_Police_Department/Clery_Act
Pass Message	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.
Fail Message	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.
If you plan to advertise externally, indicate the advertising sources	
Quicklink for Posting	http://www.sbccdjobs.com/postings/1057
Posting Number	2013P00183M

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please discuss your experience working with persons of diverse backgrounds (e.g., academic, socioeconomic, cultural, disability, and ethnic differences).

(Open Ended Question)

Guest User

There is no guest user set up for this posting.

Applicant Documents

Required Documents

1. Resume

2. Cover Letter

3. Unoffical Transcripts

4. References

Optional Documents

1. Letter of Recommendation 1

2. Letter of Recommendation 2

3. Letter of Recommendation 3

4. Unofficial Transcripts 2

Posting Documents

No documents have been attached.

Search Committee

No Search Committee Members have been assigned to this Posting yet.

Ranking Criteria
