

## Vice President, Finance & Budget

**FLSA Status:** Exempt

**Pay Grade:** 99

**Job Title ID:** 221039

**Job Series/Job Family:** Administrator Series / Administrator Family

### Reports To

Executive Vice President, Finance & Administration

### Job Purpose

To direct and establish the budgeting, financing, and investing activities of the District.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Manages the financial operations of the District including the budget; debt; investments; general accounting; accounts payable; asset management; cash management; student accounts; and payroll.
2. Develops and recommends financial strategies, approves financial transactions, prepares and presents financial forecasts and reports; analyzes, improves and implements financial systems and processes.
3. Oversees the preparation of timely and accurate financial statements, management reports, and federal income tax reporting.
4. Provides oversight and management for bond issuance and compliance.
5. Provides oversight and management of all financial audits.
6. Serves as the District's investment officer.
7. Ensures that the District is in compliance with regulatory, legal, administrative, contractual, procedural and accounting standards applicable to the District's financial and business activities.
8. Advises the District in matters pertaining to long-range master planning, facilities planning, and capital asset acquisition.
9. Develops policies and procedures that relate to the areas of responsibility or general administration of the District.
10. Represents the institution in the community and before state and local government officials on matters related to administration and finance.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Generally Accepted Accounting Principles (GAAP).
- Current accounting processes, standards, and legal requirements.
- Automated financial systems.
- Budget preparation policies and procedures.
- Budgeting and reporting systems and budgeting software.
- Forecasting, problem identification, and corrective action procedures.
- Reporting and financial analysis processes for multiple locations and cost centers
- Supervisory principles, practices, and methods.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Understanding of the community college philosophy and mission.

- Handling the demands and requirements of senior-level management in higher education.

## **Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

### **Required**

- Handling multiple projects and meeting deadlines.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy to interact with individuals from multiple locations, including regular contact with Senior Administration.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Directing preparation of District budgets.
- Designing, developing, and implementing budget planning and control procedures.
- Coordinating activities in relation to monitoring budgets, controlling funds, and implementing financial objectives.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

## **Computer Skills**

### **Required**

- Demonstrated proficiency using standard office software applications and automated financial systems, including spreadsheet and database applications.

## **Physical Requirements**

### **Required**

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, manual dexterity.
- Occasional lifting of objects up to 10 pounds
- Work is performed in a standard office environment.

## **Work Experience**

### **Required**

- Five years accounting and finance work experience, including one year supervisory work experience and senior-level management experience in higher education.

### **Preferred**

- More than five years accounting and finance work experience in a higher education environment, including more than one year supervisory experience and senior-level management experience in higher education.

## **Education**

### **Required**

- Master's degree in accounting, business, or related field.

## **Licenses/Certifications**

### **Required**

- Certified Public Accountant (CPA) certification.

## **Other**

### **Required**

- Senior-level management experience in higher education.

**Safety**  
***Required***

- Provide resources for safe operation of units. Create and support workplace safety.