

**Vice Chancellor, Finance and
Administrative Services (CFO)
District Office
Kern Community College District JOB
DESCRIPTION**

Definition

Reporting to the Chancellor, and serving as a member of the Chancellor's Cabinet, the Vice Chancellor, Finance and Administrative Services serves as the chief fiscal officer of the District and has responsibility for District business services. The Vice Chancellor, Finance and Administrative Services directs designated District functions including budgeting, accounting, purchasing, records management, investments, and capital projects planning and construction.

Examples of Duties

- Represent the District with federal, state, and local government entities such as legal counsel, County Auditor and Treasurer, county offices of education, Self-Insured Schools of California (SISC), Board Finance Committee, Bond Oversight Committee, Board Legislative Committee, and the Chancellor's Office of the California Community Colleges.
- Work closely with the Chancellor, College Presidents, other administrators and staff at all stages of the budget process, ensuring compliance with applicable laws and regulations.
- Provide expert advice to assist the Chancellor in establishing budget priorities.
- Serve on or chair various District committees such as the Fringe Benefit Committee, and District/college business managers' meetings.
- Conduct research studies as needed to improve the operational effectiveness of the District, particularly its business systems and process.
- Direct the development and control of the District Budget.
- Direct and supervise all aspects of Business Services and facility development, including the preparation of annual goals and objectives.
- Provide management oversight for accounting, finance, purchasing, and business office functions, including review and documentation of procedures.
- Initiate, interpret, and administer policies and procedures for fiscal affairs, auxiliary services, and other areas of responsibility.
- Ensure timely completion of state and federal mandated reports

- Direct and supervise capital outlay, deferred maintenance, and construction.
- Explore alternative sources of revenue enhancement, including costs reduction strategies, partnerships, and major gifts.
- Assume additional managerial responsibilities as appropriate to the position.

Minimum Qualifications

Education and Experience: Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Master's degree from an accredited institution with major coursework in business, accounting, finance, management or related field, and five years of related management experience; OR
- Bachelor's degree from an accredited institution in business, accounting, finance, management or related field, and a Certified Public Accountant (CPA) license, and five years of related management experience; OR
- Bachelor's degree from an accredited institution in business, accounting, finance, management or related field, and eight years of progressively responsible and relevant management experience in a large organization.
- Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Preferred Qualifications:

- California Community College administrative experience including overall supervision of the business operations, including accounting, budget, payroll, warehousing and central receiving, parking, risk management, and purchasing.
- Experience with public/private ventures.
- Experience with entrepreneurial approaches to fund development.
- Experience working with oversight Boards and collaborative governance structures

Knowledge and Abilities

- Knowledge of principles and practices of community college business administration, community college finance, automated financial systems, accounting, budgeting, audits, and financial operations.
- Knowledge of Education Code and other codes related to community colleges and sound risk management practices.
- Demonstrated ability to effectively communicate critical budgetary issues to the community, administrators, faculty, staff, students, and the Board of Trustees.
- Knowledge of public/private ventures.
- Knowledge of complex information systems.
- Demonstrated ability to effect innovative solutions to management and operational issues.
- Demonstrated ability to effectively plan and manage the business services operations of a multi-campus community college district.
- Knowledge of the mission of the California Community Colleges.
- Knowledge of federal and California legislation, laws, regulations; and processes impacting higher education.
- Demonstrated ability to maintain cooperative relationships with colleagues; ability to communicate effectively, both orally and in writing, with various stakeholder groups in a variety of venues; and the ability to coordinate and facilitate meetings.

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.
1	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.
2	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a non-educational administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

09/2021