

CHIEF FINANCIAL OFFICER/TREASURER

DEFINITION

Directs the development of financial strategies, policies, programs, models, controls, and standards to insure the financial integrity and performance of the colleges and support the overall operational and strategic missions of the District.

TYPICAL DUTIES

Develops an overall financial plan for the district and provides high-level financial analysis consistent with the District's vision and long-range plans by:

Acting as the District's principal finance expert by recommending management decisions related to long and short-range general and financial objectives, plans, policies, and actions.

Directing the analysis of financial, budget and accounting reports and activities to measure current and forecast future performance levels, deficiencies and requirements which may affect the ability of the District to meet financial, regulatory and operational performance standards and goals.

Developing projections of revenue and expenditures, and constructing alternative financial models for use in financial planning.

Participating in the development of performance measures designed to provide timely communication to operating departments regarding their financial performance and achievement of financial goals and objectives.

Providing technical advice and assistance to executives of the District on complex problems related to financial planning, investment activities and internal controls.

Developing and/or reviews proposals for new or revised legislation, funding mechanisms, regulations, and controls affecting all financial activities of the District.

Representing the District's financial position and interests before federal, state and local legislative and administrative bodies, with the financial community at large, and other educational institutions.

Plans, develops, directs, evaluates and controls the District's treasury operations which include cash management, investment management, risk management and tax management by:

Analyzing projects and implementing cash management strategies based upon projected income.

Conducting studies of cash on hand and cash flow requirements to determine investment schedules.

Managing the District's investment portfolio.

Analyzing and monitoring the market status of current and proposed investments.

Representing the District in securing investment bonds from underwriters.

Ensuring availability of funds for debt service payments and proper accounting for bond funds.

Overseeing maintenance of accounting records of investments, including forecasting and apportioning investment income.

Advising College Presidents on the appropriate investment of local funds.

TYPICAL DUTIES (CONT.)

Provides administrative direction to the District' internal audit and special investigation unit which includes, but is not limited to complex audits of financial, operational, compliance, internal control, illegal/improper/unethical activities investigations, and high risk information system related issues by:

Directing the development and implementation of a multi-year audit plan based on systematic and on-going risk assessment conducted in coordination with senior and operational management and the external auditors.

Recommending internal control policies, guidelines, and procedures for business, financial and general operational activities of the District.

Representing the District with external auditors and representatives of financial and regulatory institutions and agencies.

Directs the development and maintenance of computerized management information systems and controls related to assigned responsibilities.

Oversees the selection, training, and supervision of assigned unit personnel to ensure proficient performance and a productive environment.

Directs and/or prepares correspondence, reports, and presentations related to assigned areas.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Chief Financial Officer/Treasurer** directs the overall financial plans and practices of the District by overseeing treasury, accounting, budget, tax and audit activities of the District and its colleges. Oversees financial and accounting system controls and standards and ensures timely financial and statistical information for management and/or Board use. This is the top finance position in the District.

A **Senior Vice Chancellor** is the executive head of the Instructional and Student Support Services, Human Resources, Business Services, Budget & Management Analysis, Accounting and Information Technology Departments at the District Office.

A **Director of Budget and Management Analysis** is responsible for planning, developing, implementing, managing and evaluating the District's budget and financial resources.

A **Director of Accounting** plans, organizes, coordinates, evaluates, and directs the District's general and special funds accounting, payroll, and related operations.

SUPERVISION

General direction is received from the Chancellor. Functional supervision is exercised over the Budget and Management Analysis and Accounting Departments of the Operations Division. General supervision is exercised over management, professional, supervisory, technical, and clerical staff assigned to the unit.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, theories and concepts of financial management
- Principles, methods, and techniques of budgeting
- Principles, methods, techniques of accounting with an emphasis on governmental accounting
- Principles, theories and concepts of fund management, investment, and debt administration
- Principles and practices of banking institutions and financial markets
- Principles, practices and procedures of auditing
- Research, statistical, and forecasting methods used in financial analysis and management
- Sources and bases of funding for post-secondary educational institutions and programs in the State of California
- Federal, state and local laws, ordinances, codes, and regulations related to financial management of a community college
- State legislative processes and procedures
- Capabilities of computer applications and hardware in the management of financial systems
- Organization, functions, and inter-relationships of operating units and programs of the District
- Principles and practices of organization and management
- Principles and practices of business and public administration
- Principles of supervision and training

Ability to:

- Direct the financial planning, investment, and internal audit activities of the District
- Formulate long and short-range financial plans
- Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations
- Design and manage effective control, information and documentation systems
- Interpret and apply laws, rules, regulations, and policies related to financial planning and internal audit operations
- Anticipate conditions, plan ahead, establish priorities, and meet schedules
- Act independently and promptly to situations and events
- Effectively utilize computer systems and software in the performance of duties
- Prepare effective written communications, reports, and presentations
- Effectively communicate highly technical information concisely and in understandable terms
- Provide leadership and technical assistance to others
- Motivate, direct, train, and develop others
- Stimulate teamwork and promote cohesiveness to achieve branch and District goals
- Establish and maintain effective relationships with District personnel and representatives of government agencies and various private organizations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university with a major in finance, accounting, business administration, economics, public administration, or a closely related field. An advanced degree in a related field is desirable.

ENTRANCE QUALIFICATIONS (CON'T)

Experience:

Five years of full-time, paid professional-level experience in managing a medium- to large-scale public agency finance department, including three years of recent experience at a policy determination level which included administrative or supervisory responsibility over financial operations.

Special:

A valid Class "C" California driver's license must be obtained within 60 days of appointment.
Access to an automobile.
Must meet the requirements for bonding.