



**VICE PRESIDENT, FINANCE AND ADMINISTRATIVE SERVICES**

**DEPARTMENT:** Finance and Administrative Services

**COLLEGE:** Foothill

**SALARY GRADE:** [A2/A3 - N](#)

**POSITION PURPOSE:**

Under the direction of the college president, the Vice President, Finance and Administrative Services serves as the chief fiscal officer of the College, administers the College budget, as well as business services, including budgeting, accounting, payroll, purchasing, financial reporting, fiscal policies, regulation administration, audits and other services as assigned.

**NATURE and SCOPE:**

The Vice President, Finance and Administrative Services provides leadership and vision to the college for all phases of financial resources management in alignment with the College's mission, vision, and goals while fostering and creating an environment which strives to project and meet college and student needs. Additionally, the Vice President, Finance and Administrative Services supervises administrative functions, bookstore operations, capital projects, construction and facilities rentals, and interfaces with the District on behalf of the College.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Formulate and implement the College resource management plan.
2. Direct the development and control of the College budget.
3. Provide management oversight for accounting, finance and administrative office functions, including review and documentation of procedures.
4. Represent the College with Federal, State, and Local government entities, legal counsel, the District Office, auditors and the Chancellor's Office of the California Community Colleges.
5. Direct and supervise capital outlay projects and construction projects and facilities rentals.
6. Serve on or chair various College and District committees.
7. Assume additional managerial responsibilities as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge:**

1. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as California Education Code, Title 5 Regulations, OSHA Regulations, Federal and State Labor laws, FA, CSEA and ACE Contract provisions.
2. Strong knowledge of finance and accounting practices with emphasis on college resource management.
3. District Policies and Procedures (including accounting methods and personnel procedures).
4. Information systems, data management and other applicable computer software.
5. Personnel management.
6. Enrollment management as it pertains to State attendance accounting methods and audit.

**Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Knowledge of principles and practices of community college business administration, community college finance, automated financial systems, accounting, budgeting, audits and financial operations, Bond management, California Education Code and other codes related to community colleges.
3. Knowledge of principles and practices of capital project management, construction and facility supervision, and ability to implement complex tasks.
4. Ability to relate to and effectively communicate with the community, administrators, faculty, staff, students, and the Board of Trustees.
5. Knowledge of the mission of the California Community Colleges; Federal and California legislation, laws, regulations; processes and shared governance.
6. Ability to cultivate and maintain collegial relationships with those contacted in the course of work, communicate effectively both orally and in writing with the public and the college community and coordinate and facilitate meetings.
7. Ability to provide strategic financial guidance while maintaining transparent and effective systems; supporting the campus community to leverage existing resources and develop new sources of revenue; while leading and modeling a culture of responsiveness and collaboration.
8. Commitment to the highest ethical, professional and personal standards.
9. Proficient as a fair, respectful administrative leader and skilled manager; with proven ability to manage resources, (human, financial and physical), to maximize productivity and assure the highest quality work.
10. Capacity to thrive in an educational environment with a dedication to student success.

**Education and Experience:**

1. Master's degree.
2. Two years of formal training, internship, leadership or administrative experience with responsibilities in budget planning and enrollment management.

**WORKING CONDITIONS:****Environment:**

1. Typical office environment; subject to some travel to conduct work and physical activities.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: February 1996; Revised: October 1997; Revised: November 2012; July 2013; July 2019

Ed Code: H-11

Creditable Service: PERS