



PERALTA COMMUNITY COLLEGE DISTRICT

333 East 8th Street * Oakland, CA 94606 * (510) 466-7200

www.peralta.cc.ca.us

College of Alameda – Laney College – Merritt College – Vista Community College

***EXTENDED APPLICATION DEADLINE**

CLASSIFIED MANAGEMENT JOB VACANCY

**VICE CHANCELLOR FOR BUDGET AND FINANCE
FULL-TIME/12 MONTH ASSIGNMENT**

**DISTRICT ADMINISTRATIVE CENTER
OAKLAND, CALIFORNIA**

***REVIEW OF APPLICATIONS WILL BEGIN ON JULY 28, 2004
AND WILL CONTINUE UNTIL THE POSITION IS FILLED**

Applications will continue to be accepted at the discretion of the District

(See important detailed application procedures below.)

Appointment to this position is subject to the availability of funds)

The Chancellor of the Peralta Community College District is pleased to announce the official search process to identify and select an Associate Vice Chancellor for Budget and Finance. The Peralta Community College District is located in the beautiful Oakland/San Francisco Bay Area, an area which leads the world in technology and innovation. This District is seeking to appoint an individual who will become part of the Chancellor's team responsible for implementing an ambitious agenda in advanced training and higher education to serve all segments of a culturally diverse urban community. The Peralta Community College District serves six cities in the East Bay. The District is renowned for its support of education and has a reputation for developing effective approaches to serving the varied interests and needs of the community. The Peralta Community College District was founded in 1964, serves 29,000 students, and is one of the top community college districts in the State of California in transferring students into the University of California system.

Individuals are invited to apply who are interested in joining a team of educational leaders, who understand the principles and distinction of excellence in management and commitment to visionary leadership, and who are committed to community service and academic excellence.

THE POSITION

This position reports directly to the Senior Vice Chancellor for Finance and Administration and Chief Operating Officer and works collaboratively with the Senior Vice Chancellor of Educational Services, College Presidents, the Director of Physical Plant and the College

Business and Administrative Services Managers on fiscal matters.

Under the general direction of the Senior Vice Chancellor, the Associate Vice Chancellor for Budget and Finance is responsible for the administration and supervision of the District's accounting, accounts payable, payroll and budgeting services. The Associate Vice Chancellor monitors and directs the daily business and financial operations and is responsible for coordinating and providing support for budget development and oversight of the execution of the annual final budget.

EXAMPLES OF DUTIES

- Provides leadership in the coordination, development and preparation of the District's annual budget; provides reports, statistical and financial data as required to provide budget status information and support in new budget preparation.
- Meets regularly with the college Business and Administrative Services Managers and makes recommendations on matters of budget development, implementation and administration.
- Plans for and directs accurate and appropriate compliance with all State, Federal and local laws, Board policies and regulations governing the financial operations of the district.
- Coordinates and directs the proper use of **all** Financial Services functions and insures the proper application of internal control processes.
- Plans, organizes, directs and participates in the design and implementation of improved fiscal procedures for the District.
- Provides leadership and assistance in the preparation and expenditures of the college's annual operating budget.
- Coordinates the development of new computer applications and systems that affect the financial operations of the district.
- Directs the development and implementation of the District's Chart of Accounts and insures that compliance and reporting requirements will be met.
- Directs the creation and production of financial reports.
- Directs the development and maintenance of an on-going banking management plan.
- Supervises the operation of the District's revolving cash fund and for making transfers between District funds maintained in the county treasury.
- Ensures the completion and filing of claims for various special projects.

- Represents the District at state and national meetings and conferences dealing with budget and financial services' issues.
- Serves on state and regional budget and financial services committees, as well as District budget-related committees.
- Supervises the maintenance of records of expenditures, income and balances of all appropriations.
- Supervises and directs the accounting functions of the District and develops new procedures or accounting programs as needed, including the control and accounting for all funds in the District budget.
- Supervises and reviews the preparation of quarterly financial statements.
- Manages and supervises the Accounts Payable Unit to ensure accurate and timely payments.
- Manages and supervises the District Payroll Office.
- Performs other duties as assigned by the Senior Vice Chancellor for Administration and Finance and Chief Operating Officer.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree from an accredited college or university in business or finance with a major concentration in accounting.
2. Three (3) years of comprehensive and increasingly responsible management experience in business or finance administration or a related field.
3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
4. Commitment to participatory governance.
5. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

1. A Master's Degree from an accredited college or university in business, accounting or a related field.
2. Knowledge of public finance and business administration.
3. Evidence of the ability to work effectively as a team member with top level management.

4. Evidence of a successful working relationship with managers, faculty, staff, students and members of the community.
5. Effective communication and conflict resolution skills.
6. Experience in, knowledge of or the ability to understand the following:
 - The relationship and interaction of a community college and various community special interest groups.
 - The technicalities of budgeting and the relationship of finance to the District operation in a multi-campus district.
 - The Education Code and other State, Federal and local regulations as they apply to the management of a college and its special programs.

SALARY AND BENEFITS

This is a full-time, twelve-month classified management position. The annual salary range is \$96,400.00 - \$113,470.00. Salary placement is commensurate with education and experience.

The Peralta Community College District provides a fringe benefits program including holidays, sick leave, twenty-two (22) days of paid vacation each year, medical, dental, life insurance and membership in the California Public Employees Retirement System (PERS). Many benefits apply to both employees and their dependents.

SELECTION PROCEDURES

A selection committee will review and evaluate applications to select a limited number of candidates for interview. Meeting minimum qualifications for a position does not assure the candidate an interview.

APPLICATION PROCEDURES

Applicant must submit a complete application packet as described below:

1. Applicant must submit a completed Peralta Community College District Management Employment Application Form and a brief letter of interest (maximum of two typewritten pages) stating specifically how you would address the challenges and opportunities of the position. Incomplete applications will not be considered. Resumes cannot be substituted for the requested information on the Employment Application Form.
2. Current resume of work experience, formal education, training and qualifications.
3. Provide a copy of the Bachelor's Degree Diploma. Official transcripts from a fully accredited college or university institution will be requested and required upon employment.
4. Incomplete application materials will not be considered. **Legible faxed materials accepted until 4:30 p.m. on the filing deadline date. Postmarks not accepted.**
5. All application materials submitted will be considered for this position only and will not be returned, copied or considered for additional or future openings.
6. Travel expenses for the interview and selection process will be borne by the candidates.

7. Inquiries and all materials are to be mailed or delivered to the:

Office of Human Resources
Peralta Community College District
333 East Eighth Street, Oakland, CA 94606
Information: (510) 466-7297
24-Hour Job Hotline: (510) 466-7223
Fax No. (510) 466-7280 or (510) 466-7397
Website: <http://www.peralta.cc.ca.us>
California Relay Service for the
Hearing-Impaired: 1-800-735-2929

APPOINTMENT TO THIS POSITION IS CONDITIONAL UPON THE APPROVAL OF THE BOARD OF TRUSTEES.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all pre-employment requirements to work for the Peralta Community College District which include, but are not limited to, the following items.

REQUIRED FOR ALL EMPLOYEES

Tuberculosis Examination: Prior to employment, the successful candidate will be required to submit evidence (either skin test or X-ray report) of being free of tuberculosis within the past sixty (60) days. The TB test is a condition of employment and any expense must be borne by the successful candidate.

Fingerprinting Requirement:

As a condition of employment, all employees working for community colleges in the State of California are required to be fingerprinted within the first ten (10) working days of the date of employment pursuant to Education Code Section 88024. The District Office of Human Resources processes fingerprints electronically. During the employment intake process, new employees must pay the processing fee of \$81.00 via Money Order or Cashiers Check only payable to the Peralta Community College District.

Immigration Requirement: According to the Immigration Reform and Control Act, the Peralta Community College District is required to verify that all new employees are:

- 1) A citizen or national of the United States;
- 2) An alien lawfully admitted for permanent residence; or
- 3) An alien authorized by the Immigration and Naturalization Services to work in the United States.

All new employees are required to complete and sign a verification form and provide documentation attesting that he/she is a United States citizen, national, or an alien lawfully authorized to work in the United States.

District Policy: A Social Security Card will be required following selection and prior to completion of the hiring process. The employment process cannot be completed without a copy of the Social Security Card on file in the Office of Human Resources.

MAY BE REQUIRED

Medical Examination: Under state regulations and as a condition of employment, certain positions may require a medical examination prior to employment. Expenses incurred will be borne by the employee.

MISSION STATEMENT

The mission of the Peralta Community College District is to provide accessible, high quality adult learning opportunities to meet the educational needs of the multicultural East Bay community.

VISION

The Peralta Community College District will be an exemplary system by being responsive to the educational needs of our community, by providing learner-centered educational experiences and by being committed to innovation and continuous improvement.

The Peralta Community College District is an Equal Opportunity Employer.

In conformance with the Americans with Disabilities Act, requests for reasonable accommodations may be made to the Office of Human Resources by calling (510) 466-7283.

The Peralta Community College District reserves the right to close or not fill any advertised position.