

# Job Description

Position Title: Executive Vice Chancellor & Chief  
Financial Officer

Job Group: Executive Administration

Job Level Group: Executive Administrator

FLSA Status: Exempt

Salary Grade:

## Position Summary:

The Executive Vice Chancellor & Chief Financial Officer provides administrative oversight and strategic direction of all Finance and Business operations, Information Technology, and Human Resources operations at the College.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees and directs the functions and activities and strategic direction of the following departments and any other departments as assigned: Finance and Business, Information Technology, and Human Resources operations
2. Chief Financial Officer for the college. Responsible for all the financial and business policies, procedures, and practices, including operations and capital budgets, debt issuance, tax proposals, and annual financial reporting.
3. Manage Finance/Audit committee and participates in other committees, work groups, and employee engagement groups as necessary. Responsible for guiding the strategic direction of these units, ensuring operational and strategic performance goals and objectives are met.
4. Administrative Lead for Information Technology (supervising Chief Information Officer). Responsible for guiding the strategic direction of information technology, ensuring operational and strategic performance goals and objectives are met.
5. Administrative Lead for Human Resources and Employee Services (Payroll and Benefits) - supervising Chief Human Resources Officer and Executive Director for ESC. Responsible for guiding the strategic direction of these units, ensuring operational and strategic performance goals and objectives are met.
6. Supervises Director-level employees, including prioritizing and assigning work and ensuring business continuity for all assigned departments.
7. Identifies and assesses current and future organizational needs through process analysis and collaboration with executive management to meet College objectives
8. Ensures application of accounting controls and records maintenance policies. Ensures the accuracy and integrity of the college's finances is maintained.

9. Oversee employee hiring, corrective action, disciplinary and termination recommendations as necessary.
10. Direct and analyze studies of general economic, business, and financial conditions and their impact on the College's policies and operations
11. Oversees and directs preparation and issuance of the comprehensive annual financial report, as well as other required financial audits, reviews, investigations, and reports, ensuring timely and accurate completion.
12. Leads efforts to identify and implement processes and system improvements with the goal of enhanced service and cost effectiveness crucial to the financial success of the College
13. Exhibits strong customer service in all interactions with internal and external constituencies. Collaborates with other departments as necessary in order to meet college objectives and goals.
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge of administrative procedures and practices.
3. Skill in people leadership and supervision.
4. Skill in effective communication (both written and oral).
5. Skill in independent decision making.
6. Skill in positive productive, and flexible customer service.
7. Skill in budget/resource management.
8. Ability to develop and maintain effective and positive working relationships.
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.

### **Supervision:**

- Executive Level Leadership. Supervises work of other managers, including planning and reviewing work.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates..
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree from a regionally accredited institution in a business-related field such as Accounting, Economics, Administration, or Finance or related field. s
  - Ten (10) years of related experience required
  - Six plus (6+) years of related experience with supervisory experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required