

IOWA VALLEY COMMUNITY COLLEGE DISTRICT



JOB OVERVIEW

TITLE: Chief Financial Officer /Vice Chancellor of Finance and Administration
REPORTS TO: Chancellor

DEPARTMENT: District Office
SUPERVISES: Finance, Human Resources/Payroll, Plant Services
SOC CODE: 11-0011
SOC IPEDS CODE: 11-1000

JOB CLASSIFICATION: Exempt

SUMMARY:

The purpose of this position is to serve as chief fiscal officer for the District. This position also provides oversight and directs administrative functions in areas that include finance, capital improvement financial planning, annual planning and budget development, physical facilities, construction and planning, human resource and payroll functions, and insurance and risk management. This position is responsible for implementing policies and procedures that strengthen overall operations and effectiveness of the District. This position also serves as a member of the executive leadership team and regularly provides financial reports to the Board of Directors and is involved in policy development.

JOB DUTIES

Serves as a member of the executive leadership team, participates in decision-making at those levels. Serves as IVCCD Board Treasurer.	15%
Supervises and provides direction to a team of directors; develops annual goals and evaluates performance. Works with direct reports to identify professional development needs of department personnel.	15%
Provides management and leadership to the functional areas of the business office to ensure compliance, accountability, reliability and accuracy of financial records, reports and internal controls.	15%
Manages the development and preparation of accurate, effective and timely financial and operating reports to Chancellor, Board of Directors, executive leadership team, federal, state, granting and other authorities. Oversees the annual independent audit.	15%
Oversees human resource functions including employee relations, compensation & classification, benefits, payroll, and IVCCD performance management system. Works with faculty association leadership and ISEA representation on bargaining unit negotiations and contracts. Serves as chief negotiator, working with the administrative representatives.	10%
Oversees plant services functions. Assists with the development of long-range facilities needs and funding strategies. Responsible for monitoring plant fund resources and budgets. Participates in the development and implementation of District facility projects.	10%
Coordinates and oversees the annual fiscal planning and budgeting process for IVCCD. Prepares financial data for use in budget decision making to ensure effective use of resources.	10%
Oversees and monitors compliance with IVCCD Finance and HR board policies. Recommending changes as needed to strengthen operations and to ensure compliance with State and Federal regulations.	10%

ADDITIONAL DUTIES:

- Monitors idle funds' investments and related reporting.
- Coordinates IVCCD insurance coverage, procedures, policies, as board member of self-insured pool IMPACC.
- Assists in development of 260E projects and is primary financial point of contact for 260E projects to include debt service, withholding revenue collections and correspondence.
- Serves as point of contact for annual Moody's ratings.
- Monitors early retirement accounting and reviews financial impact.
- Primary preparer of annual certified budget and principal contact to county auditors for property valuations and tax levies.

Chief Financial Officer/Vice Chancellor of Finance and Administration

- Oversees the management of the District's fleet vehicles including the purchasing and cost analysis of the vehicles.
- Assists in the review of proposed IVCCD contracts and agreements, analysis of health insurance rate proposals.
- Represents IVCCD at statewide Community College business officers' meetings.
- Assumes other related duties and responsibilities as assigned by Chancellor and participates on IVCCD committees.

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Completion of a Bachelor's degree in business, accounting or finance. 7 – 10 years of experience in accounting or financial management required, preferably in a senior management position with an administrative department such as finance, budget, facilities management. CPA, MBA, Masters in Public Administration or Accountancy preferred. Experience cannot be substituted for education.

CERTIFICATIONS AND LICENSES:

CPA preferred.

KNOWLEDGE/SKILLS/ABILITIES:

Ability to exercise good judgment, independent decision making and use critical thinking skills. May work in an environment of shifting priorities, frequent interruptions, hectic pace, and interact with students, staff and/or the public. Working knowledge of the Microsoft Office 365 suite including Excel, Word, PowerPoint, Outlook, and Teams along with experience working in an ERP system. Excellent written and oral communication skills. Ability to handle highly confidential matters and materials with discretion. Ability to work independently as well as be a collaborative team player in completing assigned tasks and meeting deadlines. Organizational skills, time management, relationship building and communication skills are essential. A broad base of knowledge in finance, facilities, insurance, and human resources is required. This position requires awareness of the unique problems facing education as well as a commitment to serve the educational functions, and provide excellent customer service both internally and externally. Ability to delegate.

FINANCIAL AUTHORITY:

Bill or reconcile records, including departmental budget records and other related information such as subcontracts. Manage inventory, property, or loss control. Manage or administer budget within assigned department. Budget or allocate funds within or across departments or divisions.

TOOLS AND EQUIPMENT USAGE:

Use computers for data entry; Use computers for word processing, spreadsheets, PowerPoint presentations or custom applications. Establish policy for the acquisition, installation, testing, operation, and maintenance of machinery or technology systems. Establish long-range plans and programs for capital improvements, major construction projects, or new technology systems.

ESSENTIAL FUNCTIONS:

FREQUENTLY (51-100%)	OCCASIONALLY (0-50%)
This position requires sitting, and/or talking or hearing.	This position requires standing, walking, gripping or feeling with hands, reaching with hands or arms, climbing or balancing, and/or stooping, kneeling, crouching or crawling.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

This position risks exposure to indoor environment, and noise.

It is IVCCD's policy to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status. Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.