

Associate Vice Chancellor, Deputy CFO
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=250136>

Downloaded On: Dec. 19, 2024 10:58pm

Posted Dec. 9, 2024, set to expire Nov. 29, 2025

Job Title	Associate Vice Chancellor, Deputy CFO
Department	Business
Institution	Austin Community College Austin, Texas
Date Posted	Dec. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate Vice-(Provost/Chancellor)
Academic Field(s)	Administration - Accounting & Finance
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Job Description	

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Associate Vice Chancellor, Deputy CFO

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Associate Vice Chancellor, Deputy CFO

Job Description Summary:

To lead and administer the College's Budget, Debt Management, Risk Management, and Auxiliary Enterprise functions.

Job Description:

Description of Duties and Tasks

- Provides leadership and managerial direction for the offices of Budget, Risk Management and Auxiliary Enterprise.
- Provides leadership and oversight of staff. Coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.
- Responsible for the development and management of the College's operating and capital budgets.

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- Develops and recommends financial strategies, prepares and presents financial forecasts and reports; analyzes, improves and implements financial systems and processes.
- Collaborates with the Facilities Management and Information Technology divisions to ensure that capital projects are aligned with the College's Strategic Goals and that the projects achieve expected budget, timeline, and other success measures.
- Provides oversight of the debt issuance process and ongoing management of outstanding debt, including unspent debt proceeds.
- Serves as one of the College's Investment Officers.
- Oversees the Risk Management team, which is responsible for the College's comprehensive insurance portfolio and fleet management program.
- Oversees the Auxiliary Enterprise program, which includes food and vending, bookstore, printing, property rentals, and other revenue generating enterprises.
- Coordinates complex contract and procurement activities with ACC Purchasing and legal counsel.
- Identifies opportunities to provide solutions that maximize return-on-investment for the College.
- Prepares presentations for, and presents to, the ACC Board of Trustees, and may represent the College in the community and before state and local government officials on matters related to finance and capital projects.
- Develops policies and procedures that relate to the areas of responsibility or general administration of the College.

Knowledge

- Knowledge of organizational budgets and how they work, understanding of budgetary operations, developing and managing budget systems, policies and procedures.
- Planning and project management practices and techniques.
- Forecasting, problem identification, and corrective action procedures.
- Understanding of State Appropriation and Property Tax processes and regulations.
- Knowledge of municipal debt markets.
- Solid foundation in basic business law (e.g. contract administration).
- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.

Skills

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- Handling multiple projects and meeting deadlines.
- Maintaining an established work schedule.
- Establishing and maintaining effective working relationships
- Effectively using interpersonal and communications skills, including tact and diplomacy to interact with individuals from multiple locations, including regular contact with Senior Administration.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Ability to translate budgetary and financial complexity into clear presentations and convey and present financial information and concepts in easy to understand and transparent ways.
- Designing, developing, and implementing budget planning and control procedures.
- Maintaining confidentiality of work-related information and materials.

Technology Skills

- Demonstrated proficiency using standard office software applications and automated financial systems, including spreadsheet and database applications.

Required Work Experience

- Five years related work experience, including oversight of institutional budgets and/or capital projects and managerial experience.

Preferred Work Experience

- Ten years work experience in educational or governmental environments, including senior-level management experience.

Required Education

- Bachelor's degree in related field.

Preferred Education

- Master's degree in related field and/or relevant certifications or licenses, such as Certified Public Accountant (CPA) certification.

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Physical Requirements

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, manual dexterity.
- Occasional lifting of objects up to 10 pounds
- Work is performed in a standard office environment.

Safety

- Supervise the safe operation of the unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.

Salary

Salary is commensurate of experience.

Number of Openings:

1

Job Posting Close Date:

January 6, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job.



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Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Associate-Vice-Chancellor--Deputy-CFO_R-7013

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Business

Austin Community College

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