

Vice Chancellor of Business Services
South Orange County Community College District

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Posted Oct. 30, 2017, expired Feb. 27, 2018

Job Title	Vice Chancellor of Business Services
Department	Administrative and Business Services - Administration (Dist-013-000)
Institution	South Orange County Community College District South Orange County, California
Date Posted	Oct. 30, 2017
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Business Administration - Executive
Job Website	http://jobs.socccd.edu/postings/8244

Apply By Email

Job Description

To serve as the District's Chief Business Official; plan, develop, organize, coordinate, administer, review and evaluate comprehensive District-wide fiscal services, including budget preparation and administration, financial management, accounting, payroll, auditing, risk management, employee benefits, facilities planning, construction, investments, and capital financing, safety programs, purchasing and warehousing, including contracting, fixed asset inventory control and mail delivery and courier services in support of the District's Strategic Plan and other goals and objectives.

The ensure timely and accurate submission of all District financial reports, including the annual financial audit and adopted budget; ensure the development, implementation and adherence of Board policies related to business services; ensure compliance with State and federal laws, District policies and collective bargaining agreements; train, supervise and evaluate the performance of assigned personnel and perform other duties and assume other responsibilities as assigned by the Chancellor

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and Board of Trustees; foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; and lead by example.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Chancellor.

Exercises direct supervision over assigned administrative, management, technical and clerical staff.

Contact Information

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

Please see the job description for contact details pertaining to this university job announcement.