



**BALTIMORE CITY
COMMUNITY COLLEGE**
CHANGING LIVES...BUILDING COMMUNITIES

About Baltimore City Community College

Founded in 1947, Baltimore City Community College (BCCC) is a comprehensive, urban institution accredited by the Middle States Commission on Higher Education. The College's campus is located in West Baltimore; the institution also has several satellite locations throughout the city. With its broad range of degree and certificate programs, affordable tuition, and extensive outreach, BCCC offers educational opportunities to the citizens of Baltimore City and throughout the state of Maryland. BCCC serves nearly 14,000* students annually, providing credits that transfer to four-year colleges and universities as well as workforce training leading directly to job placement. The College is proud of the fact that nearly 90** nations are represented within the student body.

* Based on annual unduplicated credit and non-credit headcount for FY 2018.

**Based on fall 2018 credit enrollment.

Requisition Number: 2019-066

Posting Start Date: 10/31/2019

City: Baltimore

State: MD

Minimum Education: Masters

Additional Documentation: Transcripts Required (upload as other)

Compensation: Commensurate with Experience

Vice President for Administration & Finance

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Description/Job Summary

The Vice President for Administration and Finance (VPAF) is responsible for executive level leadership and college-wide visioning for planning, analyzing, and evaluating the College's business and financial operations in the areas of budget and accounting; procurement; capital planning; retail bookstore operations; facilities operations; public safety; human resources; and public broadcast media. The VPAF also collaborates with the Chief Information Officer (CIO) to develop the College's Information Technology (IT) infrastructure. As a member of the Cabinet, the VPAF reports directly to the President and has a leadership role in the strategic planning and development of institutional resources to support the College's mission and goals.

The individual develops long term cost-effective business and financial strategies to support College initiatives, analyzes data to make sound decisions, recommends operational efficiencies, forecasts revenue projections, determines the fiscal impact of state budget allocations, and represents the College's interest in various internal

and external constituent groups.

The Vice President for Administration and Finance is responsible for developing, implementing, and administering comprehensive policies, programs, and procedures necessary to monitor and maintain the financial stability of the College in compliance with local, state and federal laws, regulations and policies.

Responsibilities/Duties

Leadership and Management

- Establish objectives, policies, systems and practices which provide the College with financial reporting; annual operating and capital budget planning and management; risk management; investment policy and debt financing; development and maintenance of multi-year financial projections; and oversight of College budgeting and accounting operations.
- Recommend to the President and Cabinet financial and business strategies, cost-saving measures, revenue generating ideas and business processes that support the mission of the College and its long-term health.
- Provide leadership for and oversight of College-wide financial resources. Conduct research, study best practices and collaborate with industry colleagues to establish appropriate business and financial models for the College.
- Implement a business and financial infrastructure that is efficient and effective while maintaining compliance with local, state and federal audit policies, procedures, laws and regulations.
- Communicate the need for operating and capital funding for the College to the General Assembly, city, state and federal officials, the College Board of Trustees, college constituents, and the community at large.
- Communicate business, budgetary and financial issues to institutional colleagues to inform and engage them in a collaborative decision-making process pertaining to resource allocations and priorities.
- Represent the College externally through memberships in various professional organizations and associations including the Maryland Association of Community Colleges Business Officers (MACCBO) affinity group.
- Remain current in business and financial operations management trends and best practices.

Budget and Accounting

- Oversee the annual fiscal audit, state legislative audit and various other College audits including response, development and implementation of revised policies and procedures to ensure compliance with recommendations and/or findings and to eliminate repeat occurrences.
- Oversee the work of the Budget Director and make short-term and long-term budget projections that ensure the soundness of the College's financial condition.
- Work with the Dean of Enrollment Management to set the projected enrollment for credit hours.
- Oversee the preparation of BCCC's annual operating and capital budget requests, including the production of all related internal and external documentation for review and approval by the President, the Board of Trustees and the Maryland Department of Budget and Management (DBM).
- Prepare monthly agendas, reports and other information for the Board of Trustees' Finance Committee as well as other committees of the Board as needed.
- Research and formulate long-range plans for financial development, identify funding sources, and make informed recommendations to the President and Cabinet.

- Analyze the College's need for capital funding as it relates to the Strategic Plan, the Facilities Master Plan, and the College's need for student-centered classrooms, labs, furnishings, technology and administrative space in support of a quality teaching and learning environment.
- In consultation with the President, evaluate and negotiate property leases and other operating leases.

Controller and Bursar

- Oversee the work of the College Controller to ensure that accounts payable and accounts receivable are maintained and administered accurately and in accordance with applicable laws, rules, and regulations.
- Ensure that all revenue received by the College is correctly processed and accounted for.
- Oversee procedures and processes for handing cash to ensure accuracy and compliance with state and federal laws, regulations, and policies.
- Oversee operations of the Bursar's Office to ensure accurate and timely **management of all student accounts** including processing payments and installment plans, applying waivers, generating bills, coordinating collection efforts, and processing refunds.

Procurement

- Develop and implement best practices for procurement of goods and services.
- Ensure that contracts are managed in an efficient and compliant manner and that all procurements follow appropriate rules and regulations.
- Lead supplier strategy and selection, negotiations, and relationship management efforts.
- Develop strategies and practices to consolidate and leverage purchases.

Capital Planning

- Oversee capital planning/development functions and initiatives, including preparing analysis and documentation in support of capital budget requests; selection of consultants; facilitating campus master planning; guiding development of program needs; assuring conformance of contract documents to program specifications; and selective monitoring of bidding, contract award, construction and budget control.
- Ensure the maintenance of a system to provide space usage information as a basis for determining relative efficiencies and alternatives in space allocation/addition.
- Establish criteria and procedures for and coordinating preparation of capital budget requirements.
- Oversee the campus master planning process including the evaluation and prioritization of project requests and keep the College's Master Plan updated.
- Ensure the compliant, efficient and effective review and management of contracts for architectural and engineering services.
- Oversee construction contract administration including closeout audits and related activities.

Human Resources

- Oversee the operations of the Office of Human Resources and manage the performance of the Executive Director of Human Resources.
- Ensure that the College's talent acquisition and recruitment functions are conducted in compliance with all applicable laws and regulations and in accordance with best practices.
- Compile financial data, reports and analysis for the collective bargaining process and participate in

collective bargaining negotiations.

- Ensure the College's payroll system is administered efficiently, effectively and in accordance with applicable state rules and regulations.

Retail (Bookstore Operations)

- Oversee the management of the College's retail store which provides textbooks, books, school supplies, apparel and general merchandise.
- Direct the administration and management of all aspects of bookstore operations including inventory adjustment, merchandising, staffing, purchasing, marketing, sales, and accounting/inventory systems.
- Ensure operations meet audit requirements and direct the implementation of audit recommendations.
- Ensure the development of strategies to maximize profitability through effective purchasing, pricing, customer service and cash flow/inventory control.
- Oversee the establishment and maintenance of effective relationships with student groups, faculty, administrators and vendors as needed to serve educational needs.

Facilities Operations

- Provide strategic leadership, coordination, and administrative oversight to the integrated facilities planning and physical plant management of the College and its various ancillary locations.
- Plan and evaluate the performance of programs in accordance with institutional policies and procedures.
- Develop the Facilities Master Plan through coordination with the College's Strategic Plan and the College community.
- Oversee design, procurement, construction, and completion of facilities projects and retention of related records.

Public Safety

- Oversee operations of the College's Public Safety Office including sworn law enforcement officers and security guards.
- Direct emergency planning and management operations to ensure the protection of the College community and to maintain an orderly environment conducive to working and learning;
- Collaborate with President to determine and communicate campus closings or delayed openings or other changes to operating hours in the event of severe weather or other emergencies.
- Oversee enforcement of campus parking regulations.
- Ensure adequate security coverage for special events at College facilities.

Public Broadcast Media

- Provide leadership and direction for the College's public broadcast operations, ensuring the provision of quality educational, informational and entertainment broadcasting.
- Oversee the provision of broadcast media services and assistance to the College's executive, academic and administrative offices.

Office of Operational Effectiveness

Collaborate with the Vice President for Institutional Effectiveness, Research and Planning to ensure that priority projects in Administration and Finance are developed and executed using a cross-functional approach

Collaboration with Chief Information Officer

- Work directly with the College CIO to plan short-term and long-term budgets for the Office of Information Technology and ensure the College's needs for IT systems and equipment are met efficiently, effectively and according to established timelines.
- Collaborate with the CIO and Cabinet on the procurement, implementation, operation and maintenance of the College's Enterprise Resource Planning (ERP) system.
- Collaborate with CIO and Cabinet to evaluate the performance of the College's IT systems and equipment.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Required Qualifications

- Master's Degree in Accounting, Finance, Business or related field;
- Ten years of progressively responsible business, finance and/or accounting operations management experience and experience supervising the work of others;

Preferred Qualifications

- Certified Public Accountant designation;
- Experience with Maryland state agency financial management and budgetary processes and procedures.

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BCCC is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, alienage or citizenship status, age, sex, sexual orientation, gender identity or expression, marital or domestic/civil partnership status, disability, protected veteran status, genetic information, or any other basis protected by law.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment. Applicants needing accommodation for any part of the application and/or hiring process should request the accommodation from The Office of Human Resources office by contacting us at HRComplianceCoordina@bcc.edu.

For more information, view the [EEO is the Law Poster](#) and [Pay Transparency Statement](#).

