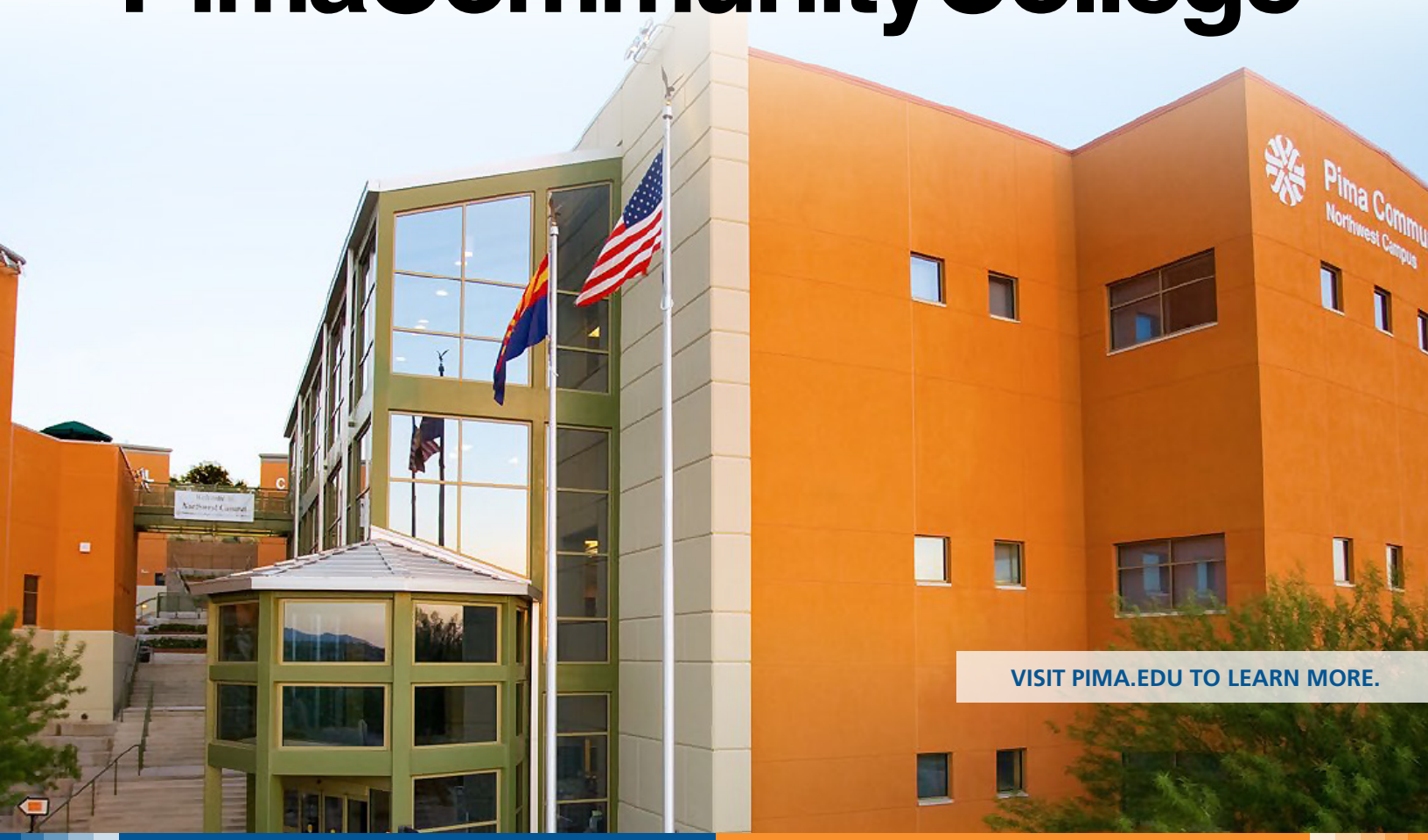




PimaCommunityCollege



Inviting Applications and Nominations for

Assistant Vice Chancellor for Finance



Pima Community College (PCC), one of the nation's largest multi-campus community colleges, seeks an outstanding financial leader with exceptional, strategic, operational, and interpersonal capabilities to join the college as **Assistant Vice Chancellor for Finance**. This is an outstanding opportunity for an experienced financial officer with significant potential to strengthen and enhance Financial Operations and Business Services at the College.



**Pima
Community
College
named the**

**5TH BEST
EMPLOYER
IN ARIZONA
TO WORK FOR.**

*Forbes 2022
list of America's Best
Employers by State*

ABOUT THE COLLEGE

Founded in 1966, Pima Community College is a two-year college that is built on a foundation of student success, community engagement, and diversity. Serving the greater Tucson, Arizona, metropolitan area through six campuses and more than 100 learning sites, PCC offers learners of all backgrounds and ages a variety of opportunities to meet their educational goals, including university transfer programs, occupational education programs, adult education/HSE preparation, workforce and business development, and continuing education.

Approximately 150 transfer and occupational programs are available, ranging from dental studies and respiratory care to aviation technology and logistics and supply chain management, to an Associate of Fine Arts or Associate of Applied Science in Accounting degree. The College has 258 full-time and education support faculty, 54 adjunct faculty, and 458 part-time support staff as well as 952 additional regular staff. The student-to-faculty ratio is only 16 to 1.

Serving nearly 50,000 credit and noncredit students each year, PCC is committed to providing convenient, affordable, and accessible high-quality education that has the power to transform the lives of students and improve the community. In Fall 2021, the enrollment was 57.8% female, 47.2% Hispanic/Latino, and 55.8% aged 18-24. More than 28% of the students take 12 or more credit hours.

The College has been recognized nationally for its programs and student services. The institution is a two-time semi-finalist for the Aspen Institute College Excellence Program, which recognizes colleges that continue to focus on student success, student learning, certificate and degree completion, employment and earnings, and high levels of access and success for minority and low-income students.

In 2020, the College earned a prestigious Bellwether Award for reinvention of its developmental program in mathematics. The College's Adult Basic Education

for College & Career's IBEST initiative was one of only four programs in the U.S. to be recognized at the Advancing Innovation in Adult Education Showcase.

In 2018, PCC was one of eight colleges and universities nationwide selected by the Institute of International Education (IIE) to receive an IIE Andrew Heiskell Award for Innovation in International Education, which honors the most forward-thinking and successful models for internationalizing the campus, study abroad, and international partnerships.



Desert Vista Campus



Our Vision

As a premier community college, Pima Community College (PCC) will be a catalyst for personal transformation, economic growth, and cultural prosperity that enriches our diverse community.

Our Mission

Empower every learner, every day, for every goal.

As an open-admissions community college within the diverse setting of Pima County, PCC provides comprehensive and flexible life-long learning opportunities to promote learner success and to empower every learner, every day, for every goal.

Every learner: We commit to meeting the diverse needs of every person who seeks to further themselves through education.

Every day: We strive for excellence in teaching and support services, to ensure that all of our learners experience a welcoming and supportive environment that enhances their education.

Every goal: We align our programs and services with meaningful careers, quality educational pathways, and equity-driven practices to empower learners to succeed in their college and career goals.





THE OPPORTUNITY

The **Assistant Vice Chancellor (AVC)** for Finance provides leadership for financial administration and planning operations for Pima Community College. The AVC for Finance is responsible for overseeing the College's budget development and management, accounting and financial reporting, financial information systems, and College-wide business operations.

The Assistant Vice Chancellor for Finance provides administrative oversight for the day-to-day accounting, business operations, and purchasing functions and ensures accurate and timely financial statements. The AVC for Finance manages the finance teams and oversees the timely submission of institutional reports.

This position supports efforts to make the finances of the institution more transparent and accessible to all members of the community and fosters strategic and comprehensive decision-making. The AVC for Finance establishes and monitors financial goals, establishes priorities for the Finance division, and ensures that services are in accordance with federal and state rules and regulations.

Duties and Responsibilities

- Assist the Executive Vice Chancellor for Finance and Administration in developing and implementing a comprehensive, multi-year financial model to guide strategic decision-making and projections.
- Assess the College's financial position and issue periodic reports on the College's financial stability and growth. Manage through economic challenges by working closely with Administrators on financial opportunities and providing comprehensive information.
- Oversee and direct College budgeting, audit, tax, and general accounting functions. Develop a budgeting and financial planning structure focused on aligning allocation decisions with strategic goals and priorities. Enhance the College's operating budget process by making it more inclusive and transparent as the College executes a plan to realize new revenues and expense reductions.
- Work with the Executive Vice Chancellor for Finance and Administration in supporting the Governing Board's Finance and Audit Committee by studying and addressing strategic financial issues.
- Improve collaboration and transparent communication of the College's budget and finances and support excellent working partnerships to strengthen and bridge partnerships between staff of Financial Operations and Business Services.
- Oversee and direct planning and issuance of annual and other required financial reports.
- Monitor workflow and evaluate business systems, methods, and procedures. Lead efforts to identify and implement processes and systems with the goal of improved service and cost-effectiveness crucial to the financial success of the College.
- Promote a strong customer service orientation in all interactions with internal and external constituencies and create opportunities for innovative ideas for efficiency and enhanced revenue to be exchanged.
- Partner with the Executive Vice Chancellor for Finance and Administration to further strengthen the finance and business office teams and develop and mentor staff to deliver services and provide analysis that exceeds expectations.

- Analyze and interpret federal, state, and local laws and ensure the College is in compliance. Ensure that adequate accounting controls and records maintenance policies are followed and support the financial integrity of the College.
- Provide District-wide leadership and guidance for inquiries regarding policy and procedures interpretation, accounting, and budgeting activities, and financial reporting.

The preceding list is not intended to be an exhaustive list of all responsibilities and duties required.

Job Qualifications and Skills

- Candidate must have a master's degree in a business-related field such as accounting, economics, or finance, plus a minimum of 10 years of progressively responsible experience.
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job in an executive capacity will be considered. Applicants who have characteristics and experiences that meet the "Key Selection Criteria" and the "Additional Competencies" but do not meet the education or experience requirements should submit a separate document outlining how their background is equivalent to the requirements.

Preferred Requirements

- Certified Public Accountant
- Ten-plus years of experience in higher education setting with a demonstrated understanding of higher education.

Knowledge, Skills, and Abilities

- Demonstrated success in managing organizational change with a proven track record of producing strategic results; knowledge of financial accounting, financial planning and analysis, and the ability to build and analyze financial models, business plans, and program scenarios; strong bias for action, and inclusive and innovative problem-solving ability
- Ability to work effectively with leadership, governance, and faculty across a wide range of financial and business operations with multiple constituents and the ability to serve as an advisor and consultant; flexible and interculturally competent; possess a leadership style that is collegial, approachable, and accessible
- Strong leadership skills with demonstrated competencies in making complex decisions; successfully developing and implementing short and long-term objectives; aligning resources with strategy; delegating effectively; and managing effective work processes
- An accomplished record of leadership in managing organizational functions and promoting an environment of excellence, support, and satisfaction; demonstrated standard for being a role model of ethical behavior by consistently conforming to the highest ethical standards and practices and is respectful of diverse views and opinions.
- Ability to foster cohesion and a sense of working together for the good of the College and is committed to the effective use of technology within academic and administrative environments



Additional Competencies

To be successful in this role, the Assistant Vice Chancellor for Finance must possess outstanding leadership qualities and strategic ability; a strong commitment to service and accountability; and a deep interest in building strong relationships of trust with administrators, faculty, and staff. The Assistant Vice Chancellor for Finance will be an experienced leader with a clear, focused commitment to leading and managing complex financial and budget matters, resource planning, and operations.

- Must demonstrate creative leadership, innovation, and a mindset of continuous improvement; enthusiasm; a style that is genuine, open, and engaging; good judgment in assessing where improvements are needed; the ability to make appropriate connections and build synergies; an open and creative approach to problem-solving and a willingness to address issues.
- Demonstrated success and ability to lead and engage with others as a strategic partner with vision, high energy, and passion in a culture of customer service while helping to bring modern approaches and new ways of thinking.
- Demonstrate a collaborative, consultative, and team-oriented leadership style; must be a team builder and a team player with the ability to energize and empower others. Ability to collaborate effectively with administrators and staff.

- Proven leadership success across broad and decentralized environments and the energy and ability to work effectively with all divisions of Pima Community College; demonstrate the ability to think holistically and creatively in developing solutions.
- Supportive consensus builder with vision; comfortable and confident in facilitating and managing change; patience, flexibility, and ability to engage people in difficult and challenging decisions.
- Possess excellent oral and written communication and interpersonal skills together with excellent listening skills; the ability to seek out, understand, and enable diverse viewpoints and approaches to achieve College goals.

Physical Requirements

Positions of this class typically require talking, hearing, seeing, repetitive motions, and fine finger movements—using the fingers to manipulate and handle objects such as typing, sorting papers, activating buttons, sorting, and separating small parts.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

West Campus





Dolores Durán-Cerda, Ph.D. **Interim Chancellor**

Dr. Dolores Durán-Cerda serves as Interim Chancellor at Pima Community College. Prior to this appointment, she served as Provost and Executive Vice Chancellor for Academic Affairs. As the Provost, she oversaw the following areas: Academic Programs (deans and faculty), Faculty Affairs & Development (Teaching & Learning Center, faculty qualifications, and faculty professional development), Curriculum, Assessment, Program Review, Accreditation, Diversity, Equity and Inclusion, PimaOnline, and Dual Enrollment. A seasoned educator, Dr. Durán-Cerda has more than 30 years of comprehensive and increasingly responsible college-level instructional, administrative, and leadership experience.

Her career in higher education began as professor of Spanish Language and Culture at Arizona International College of The University of Arizona, which was known for its interdisciplinary and globally focused curriculum. Dr. Durán-Cerda was hired as full-time faculty at PCC and taught for a decade in the World Languages Department. During that time, she also served as the Campus Honors Coordinator and Honors advisor and taught both Honors courses in Spanish and the Honors Colloquium. In 2012, she moved into administration and served as Senior Assistant to the Provost, then Assistant Vice Chancellor for Faculty Affairs, then Acting Provost and now, Provost.

Dr. Durán-Cerda holds a B.A. degree with honors in Spanish, French, and secondary education from the University of Iowa. She earned both her M.A. degree in Hispanic literature and her Ph.D. in Latin American literature with an emphasis in poetry from The University of Arizona. She was inducted into Phi Beta Kappa, Mortar Board, Omicron Delta Kappa, and Phi Lambda Theta honor societies.

Dr. Durán-Cerda has been awarded regional and national awards in teaching excellence as well as recognized as an outstanding administrator. Additionally, she received a fellowship from the National Endowment for the Humanities Summer Institute on Literature of the Border, has published and translated articles, and has presented at national and international conferences on pedagogy, literature, college-wide initiatives and on diversity, equity, and inclusion.

She has served on several national and state boards and advisory panels, including The University of Arizona's W.A. Franke Honors College Advisory Board, the National Phi Beta Kappa Senate, the Arizona Minority Education Policy Analysis Center (AMEPAC), Arizona Women in Higher Education Board of Directors, and the Cradle to Career Leadership Council-United Way of Tucson and Southern Arizona.

Equal Educational and Equal Employment Opportunity Policy

PCC is committed to diversity, equity, inclusion, and social justice. The College values and celebrates our talented, diverse workforce and seeks to attract, hire, and support employees who consistently and actively embrace diversity, equity, and inclusion. We are intentional about social justice, specifically, the active engagement toward equity and inclusion that addresses issues of institutional, structural, and environmental inequity, power, and privilege. See the PCC Diversity website for additional information about our commitment.

Pima Community College does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, veteran status or sexual orientation, or gender identity in employment, education, programs, services, or activities. The College encourages all interested individuals to apply.



Tucson, Arizona

Located in southern Arizona, Tucson attracts residents with its affordable cost of living, sunny climate, strong higher education offerings, and beautiful setting. Ringed by dramatic mountain ranges that emphasize the great desert skies, the city has picturesque sunsets and a star-filled evening sky.

With more than a million people residing in the Tucson metro area, the city is a multi-cultural center, with a unique blend of Western, Mexican, and Native

American influences. As the second largest city in Arizona, the city offers many of the amenities found in large metropolitan areas, including museums, live entertainment, performing arts, outstanding casual and fine dining, and a wide range of shopping options, from national stores to specialty boutiques.

Family friendly, the city has excellent public and private PK-12 schools, including charter schools. In addition to PCC, Tucson is home to the University of Arizona, which enrolls more than 45,000 undergraduate and graduate students.

Application & Nomination Process

Confidential inquiries are welcomed, and nominations are invited.



Applications

Application packet must include the following:

- Cover letter, limited to two pages, that describes strengths, skills, and knowledge that will benefit this position
- Current curriculum vitae
- At least four work-related references with full contact and e-mail information (References will not be contacted without applicant's consent.)

Submit application packet to Pima-AVCF@myersmcrac.com (preferably as PDFs) by **Januray 22, 2024** for best consideration. Applications will be accepted until the position is filled.

Nominations

Submit nominations to **Pima-AVCF-nominate@myersmcrac.com** with contact and e-mail information on the individual being nominated.

Consultants

Brianna Douglas, Senior Consultant, of **Myers McRae Executive Search and Consulting**, is assisting Pima Community College with this search. For a conversation regarding this search, contact Brianna at **BriannaDouglas@myersmcrac.com**.