SENIOR DIRECTOR OF FINANCE AND COMPLIANCE -- The Senior Director of Finance and Compliance reports directly to the Chief of Staff and is responsible for the supervision of the Finance and Operations Division and the Financial Compliance and Program Accountability Division. Responsibilities include:

1. **Supervision:**
   a. **Functions -** overall administration of internal fiscal operations of the ICCB office and grant and contract financial compliance
   b. **Staff** - Account Technicians, Assistant Directors, Associate Directors, Financial Assistants, and Directors

2. **Performance - Regular Assignments**:
   a. Assist the Chief of Staff in the development and preparation of the annual community college operating, Adult Education and Family Literacy, Perkins/ career and technical education, and capital budgets for the Governor's Office of Management and Budget, the Illinois Board of Higher Education, and the Illinois General Assembly.
   b. Review and compile data from annual financial statements, annual audit reports, Instructional Cost reports, RAMP/CC document, annual provider budgets, and adult education expenditure reports.
   c. Responsible for the development of the annual technical appendix for the adult education and the system operating budgets.
   d. Responsible for preparing the Finance and Adult Education finance sections of the *Data and Characteristics of the Illinois Public Community College System,* updating the ICCB *Fiscal Management Manual, Capital Projects Manual,* and the *Uniform Financial Reporting Manual* and providing guidance in the interpretation of the manuals to community college staff, external auditors, and other constituents.
   e. Process the SU & SR credit hour claims and provide annual certification of the reimbursable credit hours and allowable units of instruction. Responsible for the financial sections of the Recognition documents and college reports.
   f. Supervise the monitoring activities of grant programs administered by the ICCB and review the final reports. Develop, maintain and update monitoring instruments to meet state and federal requirements for ICCB programs.
   g. Monitor office expenditures and prepare budget projections.
   h. Coordinate all external audits of the Board. Prepare annual GAAP package and departmental financial statements.
   i. Prepare all ICCB office contracts and grants. Responsible for keeping current on GATA and state purchasing.
   j. Supervise all of the financial operations of the office.
   k. Perform other duties as assigned by the Chief of Staff.

3. **Liaison:**
   a. ICCB Finance Advisory Committee
   b. Higher Education Travel Control Board

Minimum Qualifications

1. Master's degree or baccalaureate degree and two years' experience in higher education administration or related work.
2. Seven years' experience in higher education administration, state agency work, grant management, financial administration, or related experience.
3. Demonstrated communication, human relations, and analytical skills.
4. Established effective working relationships with co-workers, officials, and colleagues.
5. Strong, articulate presentation skills. Communication skills, both orally and in writing.
6. Supervisory experience.

Additional Desirable Qualifications

1. Experience with state finance, knowledge of the state budgeting process, auditing, or monitoring.
2. Experience with, or adequate knowledge of, the Illinois Community College System.

10/2018