

**DEPUTY DIRECTOR FOR FINANCE AND ADMINISTRATION** – The Deputy Director for Finance and Administration reports directly to the Chief of Staff and has the following responsibilities:

**1. Supervision:**

- a. **Functions** – overall administration and supervision of the system finances and internal operations of the ICCB office, including accounting operations, payroll processing, property control, grant administration, financial compliance, procurement, invoice vouchering, front desk management, office maintenance and building management.
- b. **Staff** – Director for Finance and Operations, Director for Financial Compliance and Program Accountability, and Associate Director for Administration.

**2. Performance – Regular Assignments:**

- a. Lead the preparation of all system and office budget materials for the Governor’s Office of Management and Budget, the Illinois Board of Higher Education, and the Illinois General Assembly.
- b. Utilize computer models and financial data to calculate grant allocations for community college operating, adult education, and career and technical education grants.
- c. Monitor office expenditures and prepare budget projections.
- d. Prepare the annual technical appendix for the adult education and the system operating budgets.
- e. Prepare the annual GAAP package and departmental financial statements.
- f. Serve as the Board’s Chief Results Officer.
- g. Serve as the Board’s Chief Accountability Officer and supervise fiscal administration of grants.
- h. Review the fiscal and facilities portion of community college recognition reports.
- i. Supervise the annual indirect cost rate proposal and negotiate the rate with the proper federal authorities.
- j. Serve as the fiscal administrator for all grants and contracts received by the Illinois Community College Board.
- k. Staff and prepare all necessary information and reports for the Illinois Community College Board’s Finance, Operations, and External Affairs Committee (or equivalent).
- l. Prepare and coordinate the bi-annual audit and the annual federal single audit with the Office of the Auditor General and the external auditors.
- m. Serve as the building manager for maintenance requirements.
- n. Manage employee benefits programs including group insurance, deferred compensation, retirement, etc.
- o. Other duties as assigned by the Chief of Staff.

**3. Liaison:**

- a. External Auditors
- b. State Universities Retirement System
- c. Illinois Community College Chief Financial Officers
- d. Governor’s Office of Management and Budget
- e. Office of the Illinois Comptroller
- f. Department of Central Management Services

Deputy Director for Finance and Administration (continued)

g. Illinois Community College System Foundation

Minimum Qualifications

1. Master's Degree in business, finance, accounting, public administration, or a related area. Licensure as a Certified Public Accountant may be substituted for a Master's degree.
2. At least four years' experience in higher education administration, state agency work, grants management, financial administration, or related experience.
3. Demonstrated communication, human relations, and analytical skills.
4. Demonstrated supervisory experience.

Additional Desirable Qualifications

1. Doctoral degree in related fields.
2. Experience and leadership in working with state and federal agencies and educational institutions.
3. Knowledge of the state budgeting process.
4. Strong articulate presentation skills.
5. Understanding of, and a strong commitment to, the concept of the comprehensive community college.