

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
December 7, 2022

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Please include: Position Title: AVC, District Business Services Position #: MG-00054 FTE: 1.0 Level: M-12 Department: Budget & Administrative Services	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Oversee Payroll and Business Office teams ○ Coordinate the development of Tentative and Adoption Budget ○ Coordinate the annual external audit for the District ○ Direct and assure the timely preparation, submission, and distribution of reports as required by federal, state, and local regulations ○ Direct the preparation of periodic financial reports for the District and Governing Board ○ Serve as a member of District's labor negotiations team ○ Manage District cash flow ○ Provide direction and oversight for all Districtwide grants and categorical programs, including reporting, collections and fiscal impact ○ Coordinate with Accounting, IT, Site Business Offices on ERP system 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget due to resignation 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Critical threshold of support services ○ Essential supervision 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1117501-2150 ○ Annual Salary at Step B: \$149,484