



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Fiscal Officer + Business Manager

College of Continuing and Professional Education

Los Angeles, CA

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About California State University, Dominguez Hills

California State University, Dominguez Hills (a.k.a. CSUDH, Dominguez Hills, or Cal State Dominguez Hills) provides transformational educational experiences grounded in culturally sustaining practices, innovative research, creative activity, and community engagement for undergraduate and graduate students.

Dominguez Hills is one of the 23 campuses that comprise the California State University system, which spans the entire state. It is the largest four-year public university system in the United States and has one of the most diverse student populations in the country. The CSU system produces \$17 billion annually in economic activity, and one in every 10 California workers is a graduate.

CSUDH's campus is in Carson, CA, part of Los Angeles County. The University, under the leadership of Dr. Thomas A. Parham, strives to be the model for urban metropolitan universities in the United States. It generates a regional economic impact of \$519 million.

The University contains six colleges, offers 81 academic programs, 54 bachelor's, 26 master's, and one doctoral degree, and caters to the needs of traditional and non-traditional students. Established in 1960, the University has over 110,000 alumni with a current enrollment of 15,000+ undergraduate and 1,800+ graduate students. It provides a vibrant campus life, which includes student housing, over 90 clubs and student organizations, and nine athletics teams. It is also home to [Dignity Health Sports Park](#).

In 2024, [US News and World Report](#) ranked CSUDH #38 in Regional Universities West, #19 in Top Public Schools, and #37 in Best Value Schools. It is recognized as a Minority Serving Institution (MSI) and Hispanic Serving Institution (HSI). 46.3% of the students are First-Generation (highest in the CSU system), and 83.7% are underrepresented. In 2023, CollegeNet ranked it #1 in the nation for Social Mobility Index.

College of Continuing and Professional Education

The College of Continuing and Professional Education (CCPE) at California State University, Dominguez Hills, offers degree, certificate, and credential programs, as well as individual credit and noncredit courses, to students in Southern California and worldwide via distance learning. It is a critical resource for nontraditional students seeking to enrich their lives.

The College offers several Partner Programs, including two Bachelor's Degree programs, 10 Master's Degree programs, and numerous [Open Academic](#) programs that do not require admission to CSUDH.

Students can select from a broad array of [Career/Professional Development](#) courses, including degree, certificate, credential, and individual courses designed to enhance careers. CCPE offers 40+ different certificate programs in this arena.

The CSUDH College of Continuing and Professional Education has a history of meeting community and industry needs through specialized training and partnership arrangements. It is the only California State University and only one of 26 institutions nationwide to be designated as a Department of Labor Occupational Safety & Health Training Institute Education Center ([OSHA OTIEC](#)).

Through the Osher Lifelong Learning Institute ([OLLI](#)), CCPE provides lifelong learning opportunities to individuals aged 50+. OLLI covers various topics, including discussion groups, field trips, computer/technology workshops, and cultural events.

CSUDH CCPE is a nationally recognized distance learning school offering multiple degrees and certificate programs and courses online. With ten master's degrees, one bachelor's, and numerous certificate programs, the College of Continuing and Professional Education serves students locally and worldwide.

Position Summary

The College of Continuing and Professional Education at California State University, Dominguez Hills, has partnered with Cooper Coleman to secure a Fiscal Officer + Business Manager.

CCPE is a 100% self-supported College, receiving no funds from the university, the Chancellor's office, or the state, making this a highly complex and intricate position. Unlike other colleges at the University, it runs like a business, and revenue is generated based on student tuition and rental income received via the three buildings it owns. Inclusive of grant income, it generates approximately \$18M per year. Additionally, it rents additional space for itself for programs that are held off campus, with this position negotiating contracts and managing landlord issues.

This position extends far beyond accounting or traditional Academic Resource Management. It involves a great deal of budget planning, forecasting, establishing the cost of new programs, and a significant amount of investment and treasury knowledge.

The College of Continuing and Professional Education interacts with every other College on the campus, the University, the Chancellor's office, and external agencies. The Campus Partner Agreements include 20 Memorandums of Understanding (MOUs) detailing faculty funding, marketing, administrative overhead, and cost recovery to the University, Chancellor's Office, and the State of California.

The person currently in the position has been in the role for ten years. During that time, he has implemented numerous systems that have brought transparency, trust, and prosperity to the College. He is scheduled to retire in 2025, and the University is hiring this position immediately to train under the incumbent and take over the full duties of the position in FY 26.

Under the general direction of the Dean of the College of Continuing and Professional Education, this role serves as a member of the Sr. Leadership team and is responsible for oversight of CCPE's budget process, accounting, and human resource matters.

Scope of responsibilities include budget planning and development; preparation and coordination of the annual CCPE budget; annual budget reviews with college partners; projection/forecasting of tuition fees and other revenues; processing approved funding changes; financial analysis and preparation of various budget reports for purposes of ensuring responsible and appropriate financial management of CCPE resources; assurance of compliance with federal, state, and university statutes and policies; fiscal and administrative integrity that promotes meaningful relationships with both internal and external constituencies; developing budget policies and procedures; serving on the Dean's leadership team and other end users in administering and understanding CCPE and CSUDH budgets.

This position serves as a member of the Dean's Sr. Leadership team, one of the primary leaders within the operations of the College.

Essential Job Functions

- » Provides budget oversight, strategic planning, development, and administration of CCPE funds.
- » Prepares and coordinates annual budgets, projects tuition fees and other revenues, and monitors and interprets CSU and CCPE budget information.
- » Participates in overall CCPE budget operations and oversees processing revenue transfers.
- » Processes approved funding changes in accordance with MOUs with College partners.
- » Promotes meaningful relationships with internal and external constituencies.
- » Evaluates and recommends changes to existing proposed tuition and fee changes.
- » Monitors funds and accounts, including the actual cost of employment, utilities, risk management, insurance, and facilities.
- » Oversees internal and external audit processes and develops consistent processes to ensure adherence to financial metrics.
- » Participates in formulating, presenting, and reporting budgets and expenditures.
- » Provides regular reports and expenditures to management for various analyses.
- » Reviews expenses and income data for current and projected year-end budget status, including preparing financial feasibility analyses and forecasts.
- » Assists management with formulating and producing current and historical studies to support financial assessments and recommendations.

- » Provides training to staff, holds information sessions, and apprises campus officers on changes to budget policy and procedures.
- » Performs other duties as assigned.

Knowledge, Skills, and Abilities

- » Knowledge of budgeting, accounting, and public finance principles and practices.
- » Knowledge of the principles and practices of organizational management.
- » Knowledge of research techniques and statistical principles and procedures.
- » Knowledge of modern computer systems, software, and databases.
- » Ability to analyze, plan, forecast, organize, and work independently.
- » Ability to independently interpret and apply a wide variety of budgetary program rules and regulations.
- » Ability to train others on fiscal and personnel procedures.
- » Ability to work well in a multicultural environment.
- » Ability to review and evaluate the work of others, design work assignments to ensure work is done accurately and timely, and provide management information.
- » Establish and maintain effective working relationships with campus partners and peers.
- » Demonstrated excellent written and oral communication skills in one-on-one and group settings.

Qualifications

- » Three to five years of experience and the equivalent of a bachelor's degree.
- » Demonstrated experience in accounting, budget forecasting, budget planning, administration, and strategic planning, with evidence of at least mid-level technical expertise in budget and fiscal management. That evidence includes fiscal planning, preparation, analysis, and budget control.
- » Ability to instruct middle management, program directors, and fiscal management techniques is required.
- » One year of supervisory/managerial or leadership experience required.

Preferred Qualifications

- » Master's degree in business, accounting, finance, public administration, or a related field.
- » Higher education administration, budget, and financial operations preferred.
- » Big Four accounting or major corporate sector experience is highly desirable.
- » Experience with human resources procurement and travel software programs is highly preferable.

Leadership + Key Colleagues

(Please do not contact the organization or its leaders directly)

J. Kim McNutt

Dean

College of Continuing and Professional Education

J. Kim McNutt is currently in his 10th year as Dean of the College of Continuing and Professional Education (CCPE) at California State University, Dominguez Hills.

CCPE is a self-supported college that develops and delivers a portfolio of nearly 60 online and classroom-based academic education and workforce training programs, covering the entire lifelong learning spectrum. Programs within the College of Continuing and Professional Education are designed to enhance economic and social mobility for adult learners.

In his tenure as Dean, he has co-launched several new programs, including a master's degree in Cyber Security, an MS in Accounting, an MS in Systems Engineering, an MS in Radiological Imaging Sciences, and a reimagined master's degree in the Humanities exclusively for California's incarcerated population. He also led and operationalized a new initiative called "[Once A Toro, Always A Toro.](#)" to reengage former CSUDH undergraduate students, allowing them to complete their degree.

Dean McNutt pioneered the adoption and operationalization of digital credentials and badges for learners, enabling them to easily share skills and competencies with employers. Badges can also be shared through social media and stored in digital backpacks as a Comprehensive Lifelong Learner Record (CLLR).

Over a 30-year career, he has worked in the professional, online, and continuing education domains for public and private universities, including Southern Methodist University, Arizona State University, Our Lady of The Lake University, and New Mexico State University.

He is a first-generation college graduate, which drives his passion for expanding access to underserved populations, including adult, returning, and non-traditional learners.

Reporting Relationships

The Fiscal Officer + Business Manager initially reports directly to the current incumbent until his retirement. Following that, this position will report to J. Kim McNutt, Dean of the College of Continuing and Professional Education. Upon the incumbent's retirement, this position will supervise five positions.

This role is a vital member of the Dean's Cabinet and one of the primary leaders within the operations of the College.

Compensation + Benefits

The salary range for this position is \$90,000 to \$99,600 (commiserate with experience). CSUDH offers a rich benefits package that makes up a substantial part of the employee compensation. Benefits include an array of health plans, choice of dental plans, vision coverage, FlexCash (in lieu of health/dental), tuition fee waiver, Employee Assistance Program, retirement, voluntary benefits such as life insurance and disability, and more.

An overview of benefits is found [here](#). Please select CSU Employee Benefits Summary.

As a reflection of Cooper Coleman's commitment to equity and equal pay for all, our firm requires that salary ranges or starting points be published for every search we conduct. The practice of not posting salaries perpetuates the gender and racial wage gap. It discriminates against women, people of color, and other historically excluded populations by causing individuals to negotiate from a disadvantaged starting point.

Location

This position requires in-office work Monday through Friday on the campus of CSUDH.

Travel

No travel is anticipated in this role.

EEO + Diversity, Equity, and Inclusion

The Office of Equity & Inclusion at CSUDH is committed to inclusive excellence and equal access to education. Discrimination, harassment, and retaliation, including sexual misconduct/sexual assault, dating/domestic violence, and stalking are prohibited.

Protected statuses at CSUDH include Age, Disability (physical and mental), Gender (or sex), Gender Identity (including nonbinary and transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color, caste, or ancestry), Religion (or religious creed), Sexual Orientation, Veteran or Military Status.

The [CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking & Retaliation](#) (Nondiscrimination Policy) details how the University defines and responds to complaints of discrimination, harassment, and retaliation. For more information about the Nondiscrimination Policy and CSUDH's response to complaints, visit the [Office of Equity & Inclusion](#).

Background Checks

Before sending your resume for this position, please read it over for accuracy. Cooper Coleman verifies its candidates' employment and academic credentials at the time of offer, and our clients frequently conduct background checks before finalizing an offer.

Submission Instructions *(read carefully)*

[Cooper Coleman](#) is leading this search on behalf of the California State University, Dominguez Hills College of Continuing and Professional Education. To apply, please [visit this link](#) (www.coopercoleman.com/current-searches). Nominations of qualified candidates can be sent to:

John Toolan
John DOT Toolan @ coopercoleman.com

Kindly use the position title as the subject line of your email. All inquiries will be held in confidence. Priority will be given to materials received prior to July 23, 2024.

A cover letter is not required with your initial application but is welcomed to help us understand your fitness for and interest in this role during our initial evaluation. Candidates invited for interviews will be asked to provide a thoughtful letter of interest indicating their

specific qualifications for the opportunity, desire to join CSUDH, and connection to its mission.

Cooper Coleman LLC is committed to providing equal employment opportunities to all qualified candidates and will refer candidates without regard to race, color, religion, national origin, sex, sexual orientation or identity, age, ability, veteran status, or any other legally protected basis.

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Cooper Coleman is a full-service recruiting and consulting firm partnering exclusively with nonprofit organizations, foundations, and research and academic institutions to drive meaningful growth. We move organizations *forward* by placing the right leaders in the right roles at the right time and help strengthen management and fundraising capacity to amplify their mission and impact.

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