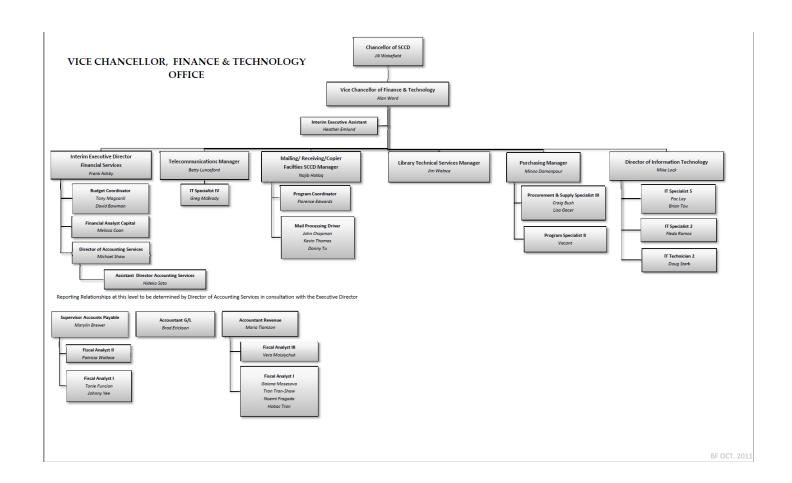
Seattle Colleges Finance and Business Office Reorganization -2023

Vice Chancellor of Finance and Operations, Julienne DeGeyter



History of Administrative Services District 2011





History of Administrative Services District Budget Staff 2011

Budget Office

October 13, 2011

Frank Ashby Interim Executive Director District Fiscal Services M-F (8:30a - 5:30p) Direct and supervise the work of budget office staff. Provide leadership & oversight in the areas of strategic fiscal planning, resource distribution, budgeting, & financial reporting. Perform comprehensive analysis relating to resource projections, fiscal requirements, & cost distributions. Develop fiscal reports for presentations.

David Bowman Budget Coordinator M-F (7:30a - 4p)

Responsible for Business Office functions, calculation of Indirect Cost Recoveries, Unemployment compensation calculation, develop and analyze financial statements, monitoring budget accounts for District Office, DW, Central, & SVI. Allotments for all non-capital budget accounts. Bookstore commission & SVI tuition waiver transfers. Calculation of compensations: e.g., COLA, increments, salary equity, health benefits, retirement

Melissa Coan Budget Coordinator M-F (8a - 4:30p)

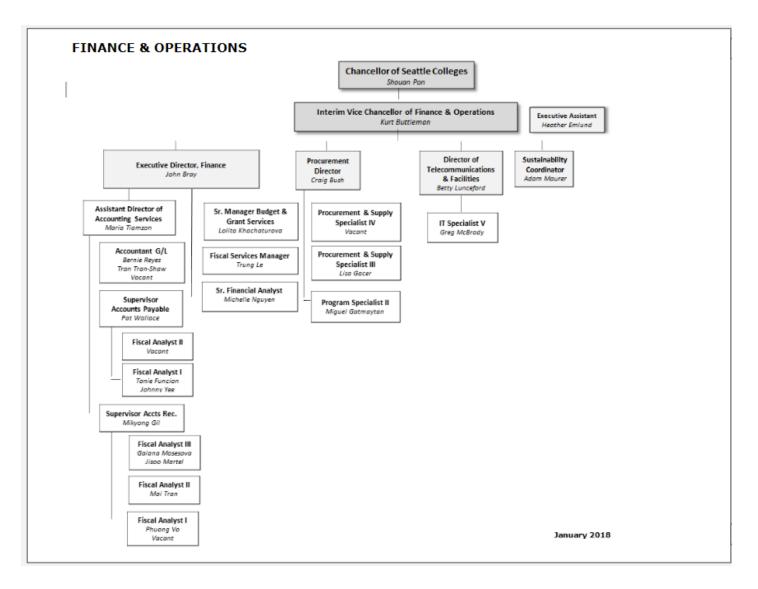
Responsible for coordinating and monitoring capital, facilities maintenance, parking, and transportation management budgets for the district. Capital allotments. Review and process capital contracts, including change orders and amendments. Prepare escrow documents for capital retention. Administer district's FAE system. Serve as the district TMP Coordinator, report, monitor, project TMP revenues and expenditures.

Tony Magsarili Budget Coordinator M-F (8a - 5p)

Responsible for monitoring budget accounts for North & South Campuses. Administer all grants & contracts, Workforce Education & Training Programs, and Time & Effort. Administrator and Trainer of Grants Management, Federal and SBCTC Grants, and Budget Systems



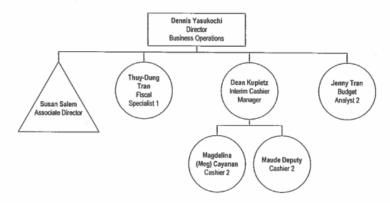
History of
Administrative Services
District 2018





History of Administrative Services Central 2018

Business Operations



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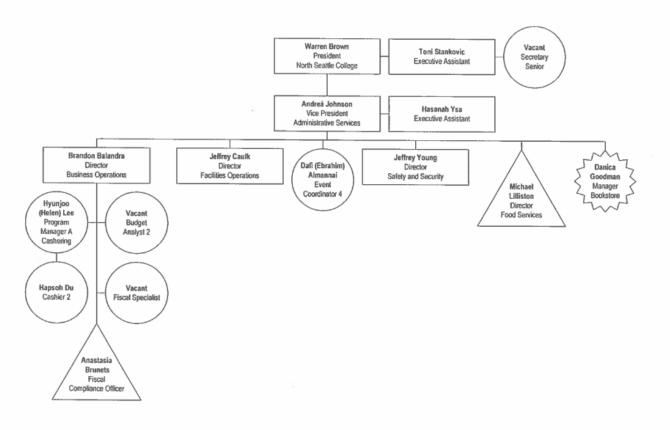






History of Administrative Services North 2018

Administrative Services



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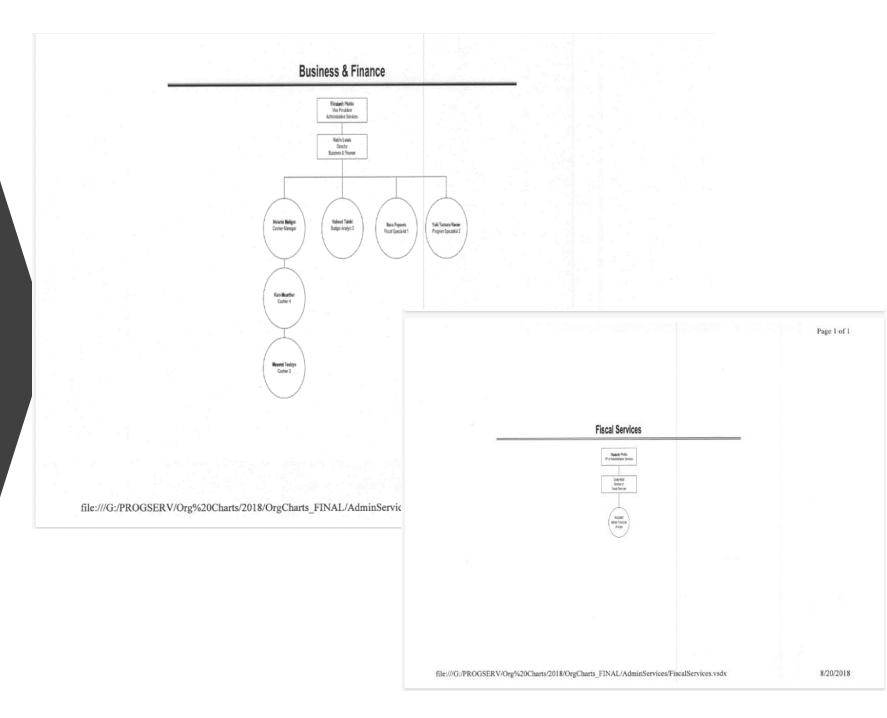
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Q Q

NORTH SEATTLE COLLEGE
One of the Seattle Colleges



History of Administrative Services
South 2018





Proposed Reorganization -2023 Goals

Consistent Management Reports

Develop a Diversity Business Inclusion plan for Seattle Colleges

New travel card program so travelers do not need to front the funds for travel

3 campus business offices similarly staffed

Ticketing System to resolve problems with a quick turnaround

Data base of answers

Adequate staff to address campus issues

Unified budgeting across the three campuses

Updated budget websites for all three colleges, district and district wide

Training offered to new budget managers and existing budget managers on a regular basis

Travel processed with dedicated staff to improve turnaround time and provide consistent training

Support to Campuses when going through accreditation for financial section

Financial statements finished on time

IPEDS submitted before the due date

Support to campuses on item types

Grants Centralized at district for consistent support

Budget Directors supported by associate directors and an executive director for consistent leadership and support



Seattle Colleges Finance & Operations Reorganization

Key: please note, this key does not apply to older organizational charts.

New Positions

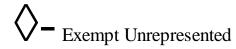
Chancellor/Vice Chancellors

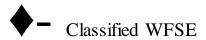
President, VP level

Director, Executive Director, Associate Director level

Executive Assistant, Supervisor, Manager, Specialist, Analyst level

Part-time Employee level







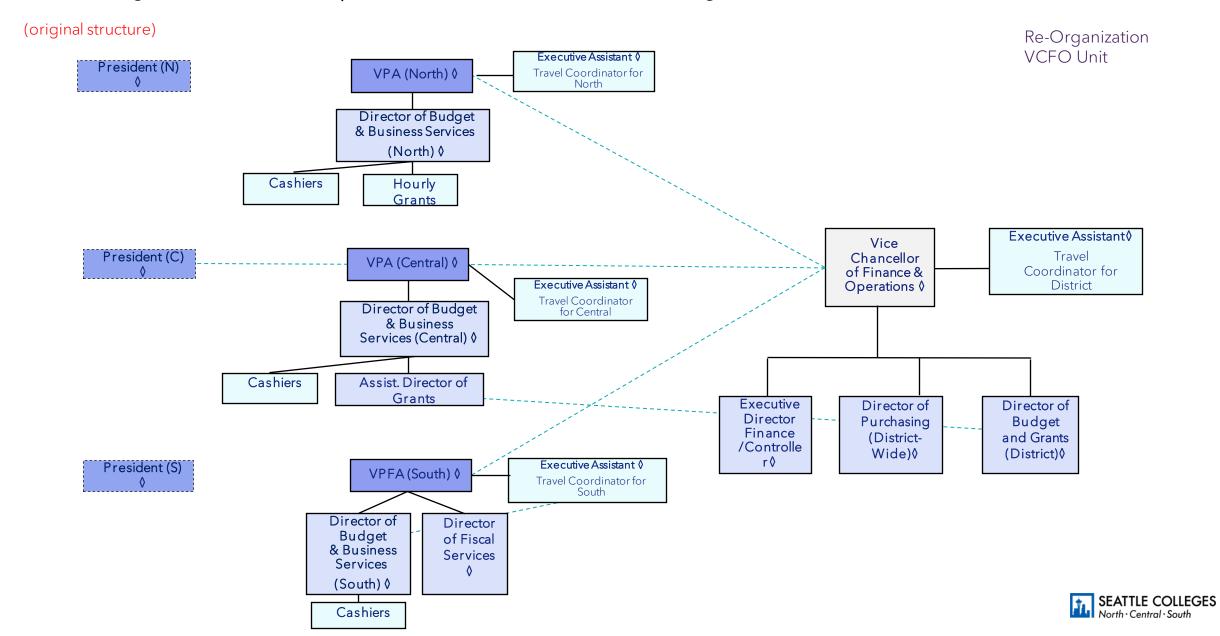


District Office - New Finance & Operations Structure: Finance & Accounting

Original structure Vice Chancellor Executive of Finance & Assistant Operations◊ Sustainability Director of **Executive Director** Coordinator Purchasing of Finance & Control Program Manager A Maintenance Accountant Accounts Senior Accounts Procurement & Senior Custodian 2 Payable Generalist Receivable Accountant Supply Specialist 4 Financial Supervisor Supervisor - GL Analyst-Fiscal Analyst 3 Director of Accountant Budgetand Fiscal Analyst 3 Fiscal Analyst 2 /Student Grants Financials Fiscal Analyst 2 Director of Fiscal Analyst 1 Fiscal Services Financial (SF) Specialist Reporting Accountant ctcLink Pillar Trial Lead Balance/Fed eral **Funds Recon** ciliation



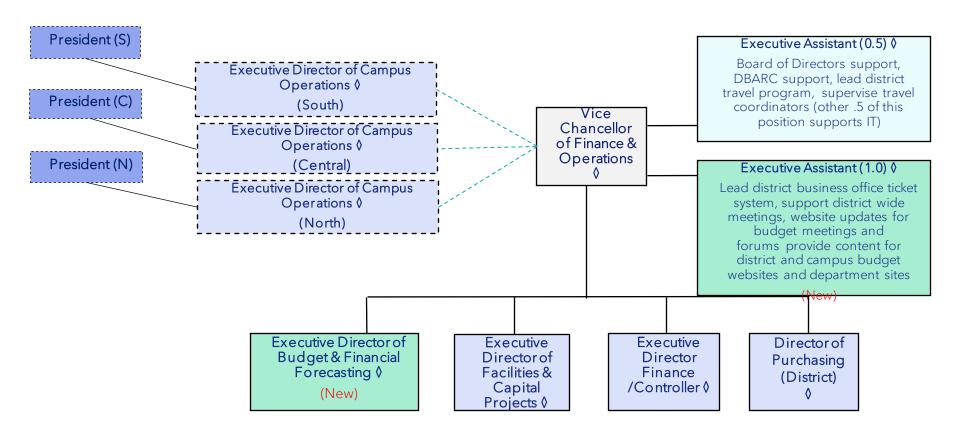
2020: Original VCFO to Campus Connections Travel, Cashiering & Grants - VPA's and Presidents



Reorganization 2023: District Office- New Finance & Operations Structure: <u>Finance and Operations</u>

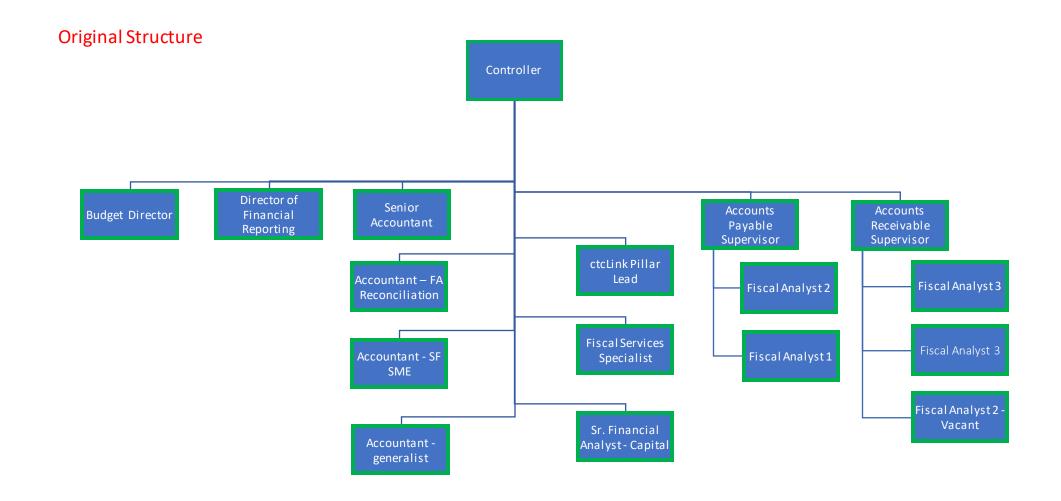
Re-Organization

VCFO Unit





Original District Finance Structure – funded positions as of 2/2022





Reorganization 2023: District Vice Office - New Finance & Chancellor of Finance & Operations Structure: Operations ◊ Finance & Accounting Executive Director Executive Assistant () Re-Organization of Finance Compile and submit forms and reports, maintain closing & Controller 0 calendars, manage reporting deadlines, archives and EDF&C Unit PCard approvals (New) Director of Financial Director of Grants Manager 🗅 Senior Accountant -Accountant - Trial Finance Accounting ◊ Reporting (Lead and perform GI A Balance/Federal Systems Direct AP, AR, Financial districtwide Process IDCs. Funds Reconciliation Specialist \(\triangle \) SF teams. financial and review journal Federal funds, FA statements. Finance pillar manage YE compliance entries, payroll liaison to colleges, IPEDS, audit liaison, lead, security closing support for grants confirm process, complex account oversee capital roles, training processes (Vacant) lead for bank reconciliations accounting (Vacant) (New) reconciliation Fiscal Analyst 3 ♦ Senior Financial Accountant Accounts Student Financials Accounts Fiscal Analyst 3♦ Analyst-Capital **Budget** and Generalist_{\(\)} Receivable (SF) Supervisor△ Pavable Accounting (accounting for grants Supervisor△ SF liaison to colleges, Bank Business Supervisor_{\(\)} districtwide: billing. reconciliation, vouc Finance lead Lead AR item types creation, taxes, books Lead AP team. for voucher analysis, financial team, AR aging, analysis and set-up hers back-up tore, journal payroll vouchers processing, budget banking system (New) reporting uploads (Vacant) maintenance Fiscal Analyst 2 ♦ Fiscal Analyst 3 ♦ Fiscal Services (SF) Specialist \triangle Wire payments, Fiscal Analyst 3 ♦ Manage 1098-T tax reporting **Budget and** analysis, pay vendors and student questions, term Running Start accounting for grants (Vacant) rollover, student fee websites, billing, ACH districtwide; billing, second journal set entries, SF analysis, financial Fiscal Analyst 1 ♦ bank reconciliation analysis Fiscal Analyst 2 ♦ reporting Pay vendors Record/reconcile (Vacant) districtwide receipts Fiscal Analyst 3 ♦ Fiscal Analyst 1 ♦ (Vacant) Third Party Pay vendors Contracts billing **SEATTLE COLLEGES** (New)

North · Central · South

Reorganization 2023:

District Office- New Finance & Operations Structure:

<u>Purchasing</u>

Re-Organization Vice Chancellor for Finance & Director of Operations◊ Purchasing Unit Director of Purchasing ◊ (District) Competitive bids, reviews purchasing and non-purchasing contracts Program Manager Procurement & Senior Buyer 3 ♦ Supply Specialist 4 ◆ Process Purchase card Process purchase purchase requisitions requisitions, management, asset , competitive bids tracking, surplus competitive bids (New)

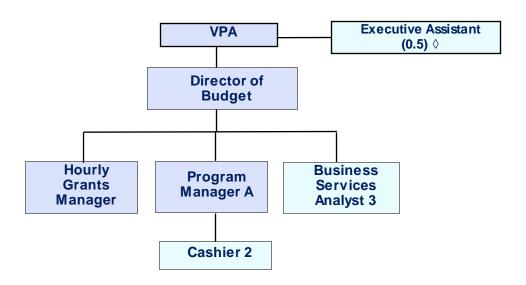


Original & New Business Office Organizational Charts



North Seattle College-

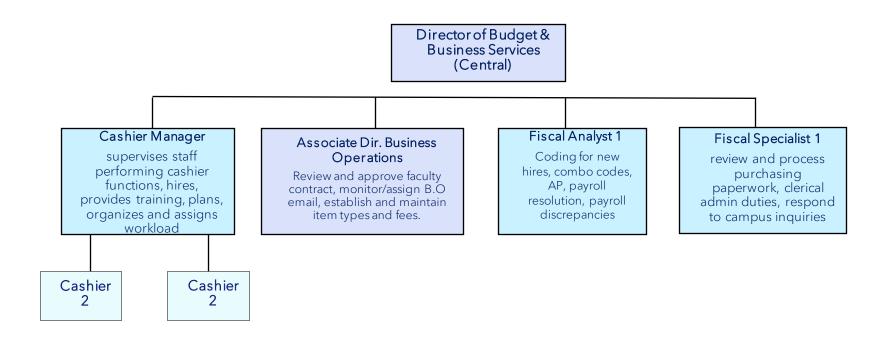
<u>Business Office</u> (original structure)





Seattle Central College-

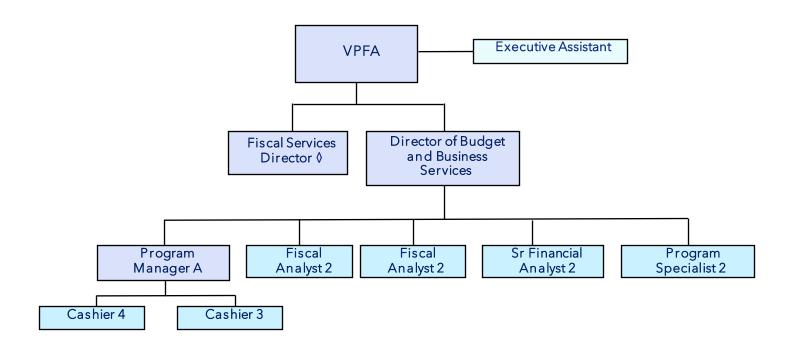
<u>Business Office</u> (original structure)





South Seattle College-

<u>Business Office</u> (original structure)

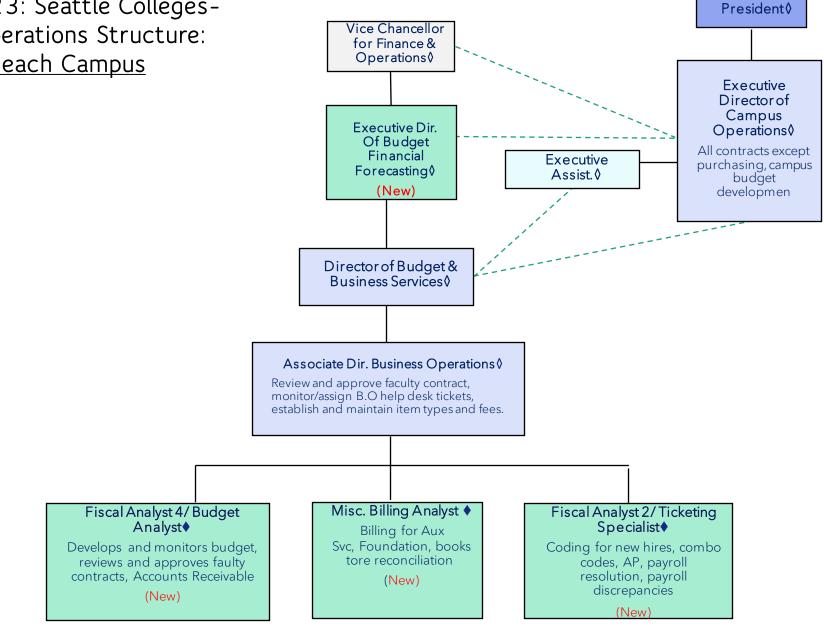




Reoganization 2023: Seattle Colleges-New Finance & Operations Structure: <u>Business Office at each Campus</u>

Re-Organization

E.D.B.F.F Unit

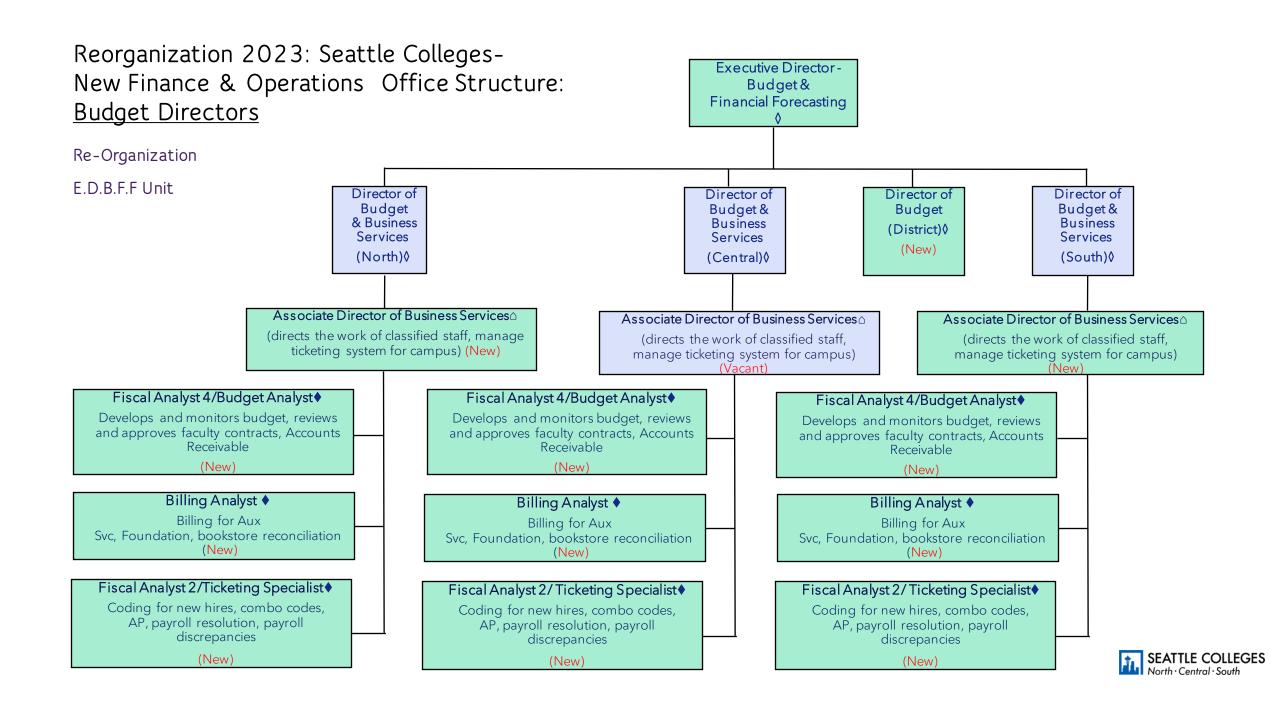




Reorganization 2023: District Office - New Finance & Operations Structure: Vice **Budget & Financial Forecasting** Chancellor of Finance & **Operations** Re-Organization Executive Director-E.D.B.F.F Unit Management Reports Analyst 5 ◊ Budget& Creates Budget Reports for Executive Team to use Financial Forecasting for analysis, maintains budget database for Budget Managers District Wide, Creates Reports for Board, (New) Creates Reports for Presentations. (New) Director of Director of Director of Director of Assistant Dir. Budget Budget & Budget **Budget** Student & Business Business & Business (District) ◊ Accounts 🗅 Services Services Services In charge of (South) ◊ (North)◊ (Central) ◊ Supervises Siegaland Cashiers on all District-wide In charge of In charge In charge three of Budget Budget budgets of Budget & campuses, & Business (New) Business office & Business leads reporting office office and student collections, works with the accounting staff, ensures staffing levels

for safety (New)

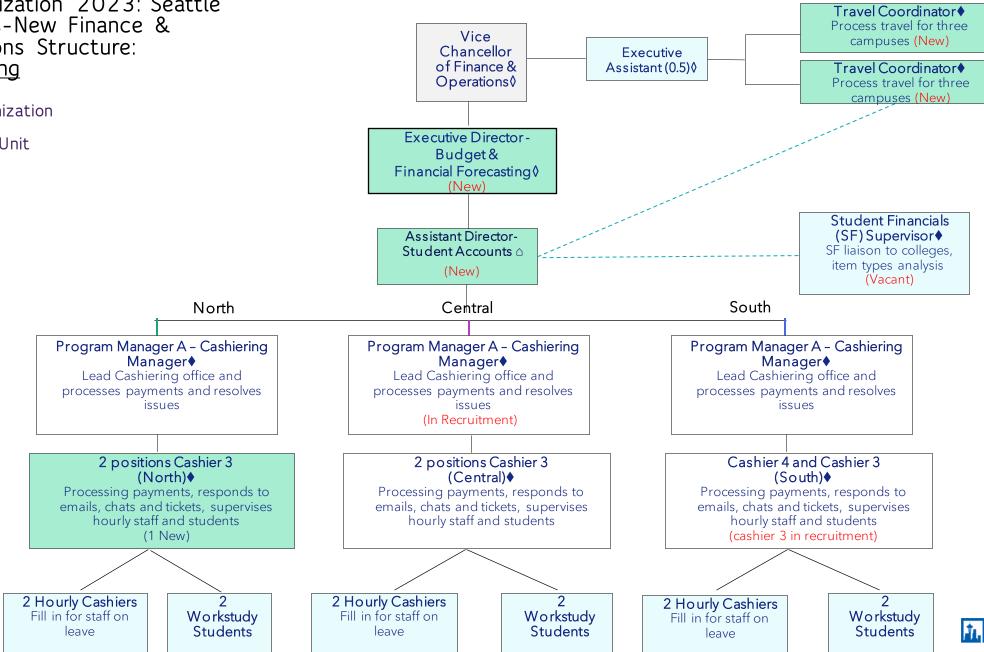




Reorganization 2023: Seattle Colleges-New Finance & Operations Structure: Cashiering

Re-Organization

E.D.B.F.F Unit





Recruitment is in Progress for the following positions

PHASE 1

- Executive Director of Finance/Controller (currently filled with interim staff)
- WFSE Interim Fiscal Analyst 3-Grants (awaiting Perp board decision to be made permanent)
- Unrepresented Director of Financial Reporting
- WFSE Fiscal Analyst 2 Accounts Payable
- AFT Pro Staff Assistant Director of Business Operations (Central)
- AFT Pro Staff Accountant-Trial Balance/Federal Funds Reconciliation (currently filled with interim staff)
- AFT Pro Staff Fiscal Services Specialist-Student Financials (currently filled with interim staff)
- AFT Pro Staff Student Financials Supervisor
- Fiscal Analyst 3-Grants Districtwide
- *WFSE Fiscal Analyst 1 in Accounts Payable
- WFSE Fiscal Analyst 2 in Accounts Receivable
- WFSE Cashier 3 (South)
- WFSE Program Manager A-Cashiering Manager (Central)
- *New



Once Bargaining is completed, we will recruit for the following positions (Late Spring 2023):

Phase 2

Unrepresented Positions:

- *Executive Director of Budget and Financial Forecasting
- *Accounting Director
- *Management Reports Analyst 5
- *Executive Assistant for Executive Director of Finance/Controller
- *1.0 Executive Assistant for Vice Chancellor of Finance and Operations

AFT Prostaff Positions:

- *Assistant Director of Student Accounts-District Wide
- Associate Director of Business Operations (2) North and South
- *Management Reports Analyst 5
- Grants Manager-District Wide

WFSE Positions:

- *Fiscal Analyst 2 Bank Reconciliation and capital projects vouchers overflow
- *Senior Buyer 3-Purchasing
- Fiscal Analyst 4-Budget (3) North Central, and South
- Fiscal Analyst 3-Misc Billing (3) *North Central, and South
- *Travel Coordinator-District Wide (2)
- Cashier 3 at North

*New



- Phase 3 summer 2023
- Hourly and work study cashiers
- Fill positions opened by others who moved to new positions



New Positions to the budget only

• District-wide:

- Executive director of budget and financial forecasting
- Director of accounting
- Executive assistant for VCFO
- Executive assistant for EDF/C
- Management reports analyst 5
- Fiscal analyst 1 (AP)
- Fiscal analyst 3 (Bank Rec)
- Assist. Director of student accounts
- Senior buyer 3

• Campus:

- North Fiscal analyst 2/ticketing specialist
- North Cashier 3
- North and South Associate Director of Business Services

