



## Glendale Community College District Vice President of Administrative Services 2024

Community Candidate Forum: **Wednesday, December 18**

[Click here for Candidate Forum Feedback Survey](#)



**Dr. Tonysha Jake, MBA, Ed.D** is a transformative leader and strategic visionary with over 16 years of leadership experience in financial management, organizational transformation, and strategic planning. Known for fostering collaborative environments and driving impactful change, Tony has consistently demonstrated a commitment to achieving measurable outcomes that align with organizational goals.

Currently, Tony serves as the Associate Vice President of Finance and Business at California State University Dominguez Hills, where she oversees a \$300 million budget and leads a team of 56 professionals. Her leadership has driven transformative initiatives such as implementing advanced financial systems, cleaning up \$44 million in aged accounts receivable, and co-creating a new real estate division to support public-private partnerships. Tony's work has been instrumental in delivering significant projects, including a Health and Wellness Recreation Center, a state-of-the-art dining hall, and an affordable housing unit.

Previously, Tony served as Assistant Dean of Finance and Administration at the University of Southern California, where she streamlined financial and operational processes across two schools. She introduced innovative budgeting strategies, improved transparency, and provided leadership in facilities and technology planning. Tony's ability to manage complex financial operations has consistently resulted in enhanced operational efficiency and fiscal sustainability.

Tony's career also includes impactful roles such as Director of Finance & Administration at Texas Southern University and Director of Business Operations & Auxiliary Services at Lone Star Community College. Across these positions, she demonstrated expertise in budget management, policy development, and fostering inclusivity in institutional operations.

Holding an Ed.D. from North-Central University, an MBA, and a B.S. in Accounting and Health Administration, Tony combines academic excellence with practical experience. She has been recognized for her contributions to leadership and finance with honors including the Jesse H. Jones Top 40 under 40 award and as a Texas Business Hall of Fame Finalist.

Passionate about equity and inclusivity, Tony is dedicated to mentoring underrepresented groups and advancing initiatives that support diverse communities. Her expertise in financial stewardship, strategic innovation, and collaborative leadership continues to make a lasting impact in higher education and beyond.

---

## **EXECUTIVE SUMMARY**

---

Transformative leader, strategic visionary and result driven finisher that believes in the strength of communities driving change with over 16 years of leadership experience with a focus on consistent and collaborative communication. Proven record of building and sustaining relationships at all levels and known for building effective collaborative teams. Proven record of accomplishment of effective fiscal, strategic and change management with efficient methodologies for achieving measurable outcomes that demonstrate value.

---

## **EXPERIENCE**

---

### **Associate Vice President of Finance & Business California State University Dominguez Hills- 2022-Current**

Integral part of the senior leadership team for the division of Administration & Finance reporting to the CFO/VP of Administration & Finance that provides strategic guidance on policy and procedures. Responsible for the integrity and transformation of all financial systems and processes relating to the business activities of the University. Collaborates with department leaders on fiscal activities and status to appraise the Vice President and Executive Cabinet. Provides direct leadership and support to Accounting Services, Student Financial Services, the Budget Office (300million), and Procurement and Contracts. 5 direct reports and full team of 56. Collaborates with AVP of Capital Planning and Facilities with the charge of completing three major construction projects, to include a Health and Wellness Recreation Center, a state-of-the-art dining hall, and a new affordable housing unit. Responsible for co-creating a new real estate division and P-3 partnerships.

#### ***Key Achievements:***

- Leading transformation of financial systems to include implementation of Questica, Transact, and Service Now
- Creation of Associate Vice President Council to break down silos.
- Clean-up of 44 million Accounts Receivable (Aging)
- Creation of Write-off Policy

### **Assistant Dean of Finance and Administration University of Southern California 2019-2022**

Strategic key leader in the overall management of the School of Architecture and The School of Roski Art & Design business and overall operations. Reporting to both the Dean and Associate Vice President of Finance with a direct report team of 4 and overall team of 22. Direct responsibility for all financial services functions, including business financial services, business office, procurement, IT, administrative human resource functions, facilities management and operations, and student financial services. Provides leadership for the financial planning aspects of the school - including financial strategic planning for the school's academic programs, research initiatives, and facilities and technology assets. Develops and manages budget processes and protocols covering operations, endowments, and sponsored projects.

#### ***Key Achievements:***

- Created new budgeting process for the School of Architecture
- Established Internal Website for FAQ's and Business Operational Questions
- Created new data forms to streamline processes across the School of Architecture
- Established departmental financial reporting.
- Successful Sensitivity Analysis Implementation

**Director of Finance & Administration  
Texas Southern University 2019-2019**

Directly managed and served as resource to 12 college business administrators, 2 budget analysts', clerical staff and student workers. Reporting directly to the Vice President, responsible for supervising and directing the work activities throughout the division of finance. Ensures that standard processes and procedures are followed and that financial deliverables meet quality standards for input into university wide financial systems. Strategic and project planning for the university. Responsible for and supervise annual budget preparation process totaling 193 million dollars. Administers administrative and fiscal affairs of the university to include personnel, procurement, payroll and budgetary information. Ensures compliance with state, university, and external agency guidelines. Serves as liaison to vendors. Responsible for recommendations for hiring personnel and disciplinary actions. Prepare complex and confidential written correspondence, reports and presentation for Chief Financial Officer/Vice President and external contacts. Develops objectives and general policies for functionality areas under the responsibility of Vice President of Finance and Administration. Plans, develops, and implements the financial and administrative services for the Administration and Finance division which includes financial and human resource management, managing budgets up to 193 million dollars. Directly responsible for contract administration, purchasing and procurement and business services group. Direct contact with Legislative Budget Board to prepare Biannual Reports.

***Key Achievements:***

- Streamlined Board of Trustee Approval Process
- Revamped financial policies to be in line with GAAP

**Director of Business Operations & Auxiliary Services  
Lone Star Community College-University Park 2013-2019**

Inaugural Director at LSC-UP reporting directly to President for first 2 years. Lead team of 15 full time staff members with 9 direct reports and responsible for budget, accounting, position control and balancing the final budget of 35 million dollars. Provides proactive plans and directs ongoing operational efficiency oversight of the campus including leadership for the annual budget process and training for division managers. Creates implements and manages processes and procedures for effective business office operations including Key Performance Indicators. Ensured coordination and compliance with System business offices and processes. Responsible for accurate collection and deposit of student revenues, responsible for accurate student refunds, ensures compliance with applicable. Serve as on-campus director of contracted areas such as bookstore, food services, and vending. Interfaces with student financial aid department and assists with appropriate college related accounting and distribution of funds as needed. Collaborated with Facilities and Project Management to ensure major projects are completed within budgetary constraints.

***Key Achievements:***

- Established budgeting process for the newest campus of the Lone Star College System
- Created a Strategic plan for University Park to continually balance the budget a month ahead of system deadline.
- Revamped current financial policies on campus that lead to cost savings of 2.6 million over a two-year time span Implemented financial reporting style that college President shared with Chancellors Cabinet

**Budget Analyst  
Sam Houston State University 2011-2013**

Provided accurate, timely entry of budgetary transactions, including Payroll Action Forms, and position control changes to ensure funding was available to cover entry and will not create deficit due to entry of personnel or position change. Utilizing extensive knowledge of GAAP. Entry of Signature Authority and communication with account managers and signature authority users. Provide accurate and timely approval of requests for budget adjustments, ensure adequacy of funding, consistency with applicable statutes or laws, SHSU operation procedures, and appropriate authority and approvals. Met schedules and timelines, and exercise initiative and independent thought and judgment over non-routine budget and administrative tasks. Assisted in developing and maintaining SHSH annual budget totaling 230 million dollars. Communicated with Legislative Budget Board about ABEST Report Requirements. Analyzed historical data for formulation of departmental and University wide budgets. Examined fund allocations and prepared final financial statements for VP approval. Prepared Profit and Loss Statements, Financial Status Reports as well USAS Reconciliation.

**Accountant II**  
**University of Texas Medical Branch 2009-2009**

Supervised accounting clerical staff to include accounting assistant, and accounting clerk. Read and interpreted sponsored project agreements to assure compliance with award terms and conditions. Prepared monthly, quarterly, semi-annual and annual financial & miscellaneous reports for various internal and external constituencies. Analyzed and reconciled accounts between general ledger and subsidiary ledgers. Examined and analyzed fund allocations, expenditures, revenues, accounts receivable and receipts. Prepared reconciliations validated financial statements, and prepared correcting journal entries. Communicated with internal customers and external sponsors to resolve issues and questions. Completed financial projects to include grant set up, follow through and drawdowns.

**Accountant II**  
**University of Texas MD Anderson Cancer Center 2005-2009**

Ensured timely and accurate expense and income tracking by performing monthly reconciliation and reported on designated departmental company centers including Staff Development fund, Research M&O, Chairman's fund, and Educational Funding Model. Monitored balances and reconciliation of Status of Company Center reports. Prepared bank reconciliations. Prepared monthly comparison reports, statement of operating reports, monthly variance reports, and various cost reports related to the designated departmental company centers utilizing Hyperion Analyzer, Hyperion Essbase, and Hyperion Reporting systems and the departmental accounting system. Reconciled General Ledger on monthly basis. Supervised accounting staff to include the Accountant Clerk, Accounting Specialist, and Accounts Receivable Clerk. Reviewed procedures relating to reports for adequacy, timeliness and compliance with institutional guidelines and regulations. Participated in auditing and recording of transactions for designated departmental company centers. Maintained controlling records required to ensure accuracy of all data entered the departmental accounting system for designated departmental company centers. Posted of credits/debits adjustments on 60 cost centers. Audited professional fee reconciliation and billing performed in outpatient centers. Reconciled and maintained weekly and monthly spreadsheet for inpatient professional fees.

---

**EDUCATION**

---

Ed.D. –North-Central University - June 2023

Master of Business Administration - August 2008

B.S. in Accounting & Health Administration- May 2004

Texas Southern University, Houston, Texas

---

**AWARDS AND ACKNOWLEDGEMENTS**

---

Jesse H. Jones Top 40 under 40 Recipient

Greater Houston Business Ethics Roundtable Scholarship Recipient

Texas Business Hall of Fame Finalist

Leadership Houston Class XXXVI