



Associate Vice President

Department: Fiscal Services	Effective Date: 11/21/2014
Reports To: Vice President of Administration	Division: Administration
FLSA Status: Exempt	Job Status: Full Time
Salary Grade: 18	Job Classification: Administrator

Position Summary:

Direct, develop, and promote the fiscal policies, purchasing services and budget development of the College, interact with College managers, administrators, and external business leaders. Manage the day-to-day activities of the Fiscal Services department.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Direct and coordinate all functions of the Fiscal Services department, including student finance, accounts payable, payroll, budgeting, grants management, and purchasing.
2. Develop, review and revise accounting, purchasing and budgeting policies and procedures and internal controls.
3. Formulate and direct plans to support college goals and objectives related to finance.
4. Coordinate financial audit activity and serve as principal liaison with auditors.
5. Review and approve monthly, quarterly and annual financial reports and present reports to internal and external agencies as required.
6. Direct the College's cash management, investing, and banking relations.
7. Reports on the financial condition to the Board of Trustees, the County, State and Federal Governments, as well as the campus community.
8. Develop, coordinate and manage the process to develop the College's annual operating budget and capital budget.
9. Responsible for submission of operating budget to the Board of Trustees, and County and State Agencies, as appropriate, for approval.
10. Provide budgetary support campus wide.
11. Provide leadership and supervision to staff within the fiscal services department including student finance, accounts payable, payroll, budgeting, grants management, and purchasing.
12. Recruit, select, train, supervise and evaluate employees for the department.
13. Provide leadership and actively participate in College organizations and committees as required.

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Other Functions:

Individuals in this job may be assigned one or more of the following tasks on a rotating or as-needed basis.

1. Review, analyze, and approve account reconciliations and adjustments.
2. Coordinate preparation of regular and ad hoc financial analyses and reports to support decision making processes.
3. Coordinate with all areas of the College on matters that directly impact finance and budgets.
4. Perform other duties as assigned.

Knowledge, Skills and Abilities:

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that he/she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills as well as demonstrated people/interpersonal skills at all levels.
2. Knowledge of and ability to interpret and effectively apply Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB) and other applicable accounting standards.
3. Knowledge of and ability to interpret and effectively apply applicable federal and state laws and regulations.
4. Experience with budget development and financial analysis.
5. Knowledge of and ability to interpret and effectively apply non-profit tax accounting/preparation (to include unrelated business income).
6. Proficiency in spreadsheet and word processing software.
7. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace.
8. Proven management and supervisory skills.
9. General working knowledge of purchasing processes and procedures, including sole source, RFQs, and piggyback contracts.
10. Proficiency in reviewing, writing, and implementing accounting internal controls.

Minimum Required Qualifications:

1. Bachelor's degree, Accounting or related field.
2. Six (6) years progressive experience in accounting/financial management/budgeting to include preparation or oversight of the audited financial statements; experience with financial software and systems; general working knowledge of purchasing processes and procedures, and experience in analyses of budget preparation and management.
3. Previous supervisory experience.

Preferred Qualifications:

1. Master's degree in a related field.
2. CPA.

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Performance Standards:

The criteria for evaluation in this position include, but are not limited to, the following:

1. Professional/job related goals and accomplishments.
2. Planning/organizational skills.
3. Meet productivity standards for areas of responsibility as established by the College.
4. Accurate and effective financial and budget management.
5. Provide excellent support to internal and external stakeholders.
6. Successful development, approval, and execution of the departments tactical and continuity of operations plans.

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.