



*Associate Vice President, Fiscal Services*

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| <b>Department:</b> Fiscal Services   | <b>Approved Date:</b> 8/18/2017   |  |
| <b>Reports To:</b> Vice President for Finance and HR   | <b>Team:</b> Finance and HR   |  |
| <b>FLSA Status:</b> Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>   | <b>Part-time</b> <input type="checkbox"/> <b>Full-time</b> <input checked="" type="checkbox"/>      |  |
| <b>Compensation:</b> Grade B18   | <b>Employee Group:</b> Administrator  |  |
| <b>Contract or Grant Funded:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | <b>Pre-Hire Drug test:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>      |  |
|  | <b>Fingerprinting required:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |  |
|  | <b>Essential Personnel:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>     |  |
| <b>Anticipated work hours:</b>   |   |  |
| <input checked="" type="checkbox"/> <b>8:30-4:30 Monday to Friday</b>                                | <input type="checkbox"/> <b>Evenings</b>  | <input type="checkbox"/> <b>Varied</b>   |
| <input type="checkbox"/> <b>Other ___:___ to ___:___ _____ to _____</b>                              | <input type="checkbox"/> <b>Weekends</b>  | <input type="checkbox"/> <b>Seasonal</b> |
|  | <input type="checkbox"/> <b>On call</b>   |  |

**Position Summary:**

The Associate Vice President (AVP) for Fiscal Services is accountable for all activities of the Fiscal Services team. These activities include financial management and reporting for the College, its auxiliaries, and the FCC Foundation; internal and external audit processes; purchasing; grants management; budget development; risk assessment processes; and development of fiscal services policies and procedures. This position will interact with College leadership at all levels and external business leaders. The AVP directly supervises the Director for Fiscal Services, the Director for Student Finance/Bursar, the Accounts Payable Manager, Payroll Accountants, and the Procurement Administrator.

**Essential Duties and Responsibilities:**

The following are the functions essential to performing this job:

1. Direct, coordinate, and provide leadership to all functions of the Fiscal Services department, including general accounting, student finance, accounts payable, payroll, budgeting, FCC Foundation accounting, grants management, risk assessment, and purchasing.
2. Recruit, select, train, supervise, and evaluate employees on the Fiscal Services team.
3. Develop, review, revise, and implement the Financial Procedures Manual as necessary to keep up to date with current best practices and comply with applicable rules, regulations, and College policies and procedures.
4. Apply and implement solutions to complex accounting issues based on interpretation of pronouncements and regulations from GASB standards, COMAR, etc.
5. Oversee the annual financial audit and internal audits, which are managed by the Director for Fiscal Services. The AVP will serve as the principal liaison with the auditors regarding the engagement letter, inquiries during the audit regarding any issues or concerns, review of the management letter, and the presentation of the audited financial statements to the Board of Trustees.
6. Oversee the use of financial applications including the following: Financials including asset management, accounts payable, and payroll, Student Financials, and Time and Labor.

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7. Ensure all required reporting for external parties, including tax returns, are accurate and submitted in a timely manner.
8. Review and approve monthly, quarterly, and annual financial reports and present reports to internal and external agencies as required.
9. Review and approve grant-related financial reports.
10. Oversee cash management, investing, and banking relations for all College and FCC Foundation accounts.
11. Prepare and present financial reports to the Board of Trustees, the County, State, and Federal Governments, as well as the College community.
12. In collaboration with the Vice President for Finance and HR, coordinate and manage the process to develop and submit the annual operating budget and annual capital budget for approval to the appropriate entities.
13. Provide support and training to the College community for budget development and budget reporting.
14. Manage the process for formal solicitations for procurement in collaboration with the Procurement Administrator and Frederick County Government, as appropriate.
15. Manage the risk assessment process and serve as primary contact with the College insurance carriers for general liability, property, automobile, cyber-security, and athletic injury policies.
16. Participate in College organizations and committees as required.
17. Coordinate preparation of regular and ad hoc financial analyses and reports to support decision making processes.
18. Coordinate with all areas of the College on matters that directly impact finance and budgets.
19. Perform other duties as assigned.

### **Required Minimum Qualifications:**

1. Master's Degree or Bachelor's Degree with a Certified Public Accountant (CPA) license
2. Six (6) years of experience in accounting/financial management
3. Three (3) years of supervisory experience

### **Desired Qualifications:**

1. Master's Degree with a CPA license
2. Master's in Business Administration (MBA)
3. Five (5) years of supervisory experience
4. Experience with financial systems and software
5. Experience with governmental accounting standards (GASB standards)
6. Experience developing organizational budgets
7. Experience in the preparation and presentation of audited financial statements
8. Experience in post-award financial management of grants
9. Experience with project management
10. Working knowledge of purchasing processes and procedures in the public sector
11. Excellent oral and written communication skills
12. Excellent organizational skills
13. Ability to work effectively with a wide range of constituencies in a diverse community

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