

VICE PRESIDENT OF FINANCE AND ADMINISTRATION

Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 11

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

This position serves as the chief financial officer of the College. This position provides leadership and management for the planning, development, implementation and evaluation of the finance and administration support services of the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership for the planning, development, implementation and evaluation of the functions relating to finance and administration for optimal efficiency and effectiveness.
- Keeps the president fully advised on financial related matters of the College.
- Plans, administers, manages, and evaluates the finance and administration functional units and staff.
- Organizes, directs, and coordinates the activities for the offices of accounting; budget planning; business services; finance; investments; payroll; inventory control; accounts payable; accounts receivable; physical plant operations; facilities and construction; grounds; security and safety; procurement; and materials management of the College.
- Provides leadership and oversees the daily fiscal operations; collection, receiving, receipting, depositing, and disbursement of all funds; accounting, financial and control reporting; internal auditing; and long-term financial planning of business affairs of the College in consultation with the president.
- Provides leadership in the development of the College budget and in controlling expenditures within the approved budget, including the development of institutional revenue options and expenditure guidelines, and makes related recommendations to the president.
- Provides leadership and vision for the implementation of a strategic plan for the finance and administration functional area at the College.
- Leads and oversees the College's bidding process.
- Provides leadership and oversight for the operation, maintenance and protection of the physical plant and College vehicles.
- Maintains contact with the College's external auditing firms and prepares related responses regarding audit results and the annual management letter.
- Directs the investment activities of the College.
- Collaborates with other vice presidents and administrative staff on appropriate matters.

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- Ensures College compliance with related Texas statutes and administrative rules and guidelines of the Texas Higher Education Coordinating Board.
- Reviews, maintains and evaluates the budget for the finance and administration functional areas and directs appropriation of funds and expenditures relating to services and programs.
- Coordinates the development of program outcomes for all finance and administration functional areas, monitors assessment of those outcomes, and develops plans of action for improvement based on the assessment of those outcomes.
- Develops, implements, monitors and revises policies and procedures relating to the finance and administration functional areas.
- Leads the process for systematic review and evaluation of the finance and administration functional area per the model adopted by the College.
- Works with faculty and staff to resolve finance and administration issues and complaints in compliance with college policies and procedures.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with College standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to and passion for the mission of the community college.
- Demonstrated knowledge of finance related functions and the administration of such functions.
- Demonstrated knowledge of principles and processes for delivering class-leading customer services. This includes needs assessment, establishing quality standards and metrics for services, and the evaluation of customer satisfaction.
- Ability to effectively supervise and motivate personnel.
- Demonstrated knowledge of the planning, implementation and monitoring of budgets.
- Knowledge of the rules, regulations and principles of the THECB and the Southern Association of Colleges and Schools Commission on Colleges, as well as other state and federal laws and regulations regarding finance and administration.

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- Demonstrated excellent supervisory, administrative, communication, interpersonal, and leadership skills to interact with individuals from diverse socio-economic backgrounds.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and other groups.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Master's degree in accounting, business administration or related field from an accredited college or university.
- At least ten (10) years of broad financial and operations management experience in higher education.
- Minimum of four (4) years as a vice president or higher financial officer in an institution of higher education.
- Demonstrated experience with the SACSCOC reaccreditation process.
- Demonstrated experience in organizing, developing, and implementing operational systems and writing guidelines and managing a high volume workflow office.

PREFERRED EDUCATION AND EXPERIENCE

- Certified Public Accountant or Doctorate Degree.
- Experience in finance and administration in a community college or technical institution of higher education.
- Experience in use of Colleague.
- Demonstrated experience of positive and proactive approaches in identifying problems, creating innovative solutions, managing projects, leading teams through collaboration, and implementing efficiencies and effectiveness using technology.

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- Demonstrated knowledge of creative and innovative programs which enhance the relationship between academic affairs and student services.

CERTIFICATES AND LICENSURES

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to walk; stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a Master's degree in Accounting, Business Administration or related field from an accredited college or university?
 - Yes
 - No
3. *Do you have ten (10) years of broad financial and operations management experience in higher education?
 - Yes
 - No
4. *Do you have four (4) years as a vice president or higher financial officer in an institution of higher education?
 - Yes
 - No
5. *Do you have demonstrated experience with SACSCOC reaccreditation process?
 - Yes
 - No
6. Do you have demonstrated experience in organizing, developing and implementing operational systems and writing guidelines and managing a high volume workflow office?
 - Yes
 - No
7. Are you a Certified Public Accountant?
 - Yes
 - No
8. Do you have a doctorate degree from an accredited college or university?
 - Yes
 - No
9. Do you have experience in finance administration in a community college or technical institution of higher education?
 - Yes
 - No

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10. Do you have demonstrated knowledge of creative and innovative programs which enhance the relationship between academic affairs and student services?
 - Yes
 - No
11. Do you have experience using Colleague?
 - Yes
 - No
12. Do you have demonstrated experience of positive and proactive approaches in identifying problems, creating innovative solutions, managing projects, leading teams through collaboration, and implementing efficiencies and effectiveness using technology?
 - Yes
 - No