

**VICE PRESIDENT OF ADMINISTRATIVE SERVICES and CHIEF
FINANCIAL OFFICER**

GENERAL STATEMENT:

Serves as the chief financial officer of the College. Provides management oversight of TVCC's administrative service activities including treasury and fiscal affairs, the business office, the bookstore, vending services, mail services, shipping and receiving, inventory control, transportation, insurance, purchasing, contracts, and physical facilities management.

REPORTS TO:

President

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's Degree in Accounting or Business Administration with Accounting major, Master's Degree in Business Administration or related field.

LICENSE OR CERTIFICATION:

CPA preferred

EXPERIENCE:

Ten years work experience in the area of accounting, finance and internal control. Previous senior management experience preferred. Experience in Facilities Management desirable. Direct experience in the field of Education desirable.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Serve as official spokesperson to the President for areas of responsibility.
- Provide management oversight of fiscal and treasury affairs, the business office, the bookstore, vending services, mail services, shipping and receiving, inventory control, transportation, insurance, purchasing and contracts, and physical facilities management.
- Oversee the establishment, supervision, and maintenance of appropriate systems for finance, accounting, grant compliance, internal control, purchasing, and budgetary control.
- Manage the budget development process for the college.
- Perform and analyze revenue and expenditure projections.
- Monitor and review budgets to help ensure that departments do not overspend budget allocations.
- Supervise the preparation of and provide general oversight of budgets in areas of responsibility.
- Monitor cash flow to maintain necessary operating cash balances.
- Serve as college liaison to external auditors in preparation of annual financial audit.
- Prepare financial statements and annual financial report.
- Coordinate the ad valorem tax rate development process for the college.
- Serve as the investment officer of the college, investing college funds prudently and in accordance with investment policy; and managing banking relationships, depository contracts, and other related banking activities including the establishment and maintenance of bank accounts and authority to designate account signatories.
- Serve as Board Treasurer of Trinity Valley Community College Foundation, including serving as the liaison with the Foundation's third party investment advisory and other duties as designated in the Foundation bylaws.
- Oversee the accounting and financial reporting activities of the Foundation.
- Review Foundation tax returns after preparation by CPA firm.

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- Assign and delegate work activities, projects, and programs, monitor work flow, review and evaluate work products, methods, and procedures.
- Assist with the continued development and design of the college's integrated financial information computing/technology systems.
- Recommend to the president the employment, assignment, and dismissal of personnel in areas of responsibility.
- Other duties as assigned by the president.

PHYSICAL REQUIREMENTS:

- * Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 5/9/08

Revised: 09/01/2011

JD159