

VICE PRESIDENT OF ADMINISTRATIVE SERVICES/CHIEF FINANCIAL OFFICER

GENERAL STATEMENT:

Serves as the chief financial officer of the College. Provides management oversight of TVCC's administrative service activities including fiscal affairs, the business office, the bookstore, vending services, mail services, shipping and receiving, inventory control, transportation, insurance, and purchasing and contracts. Assists the President in providing management oversight of computing and information technology services.

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 and internal control. Previous senior management experience preferred. 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 affairs, the business office, the bookstore, vending services, mail services, shipping and receiving, inventory control, transportation, insurance, and purchasing and contracts.
- Assist the President in providing management oversight of computing and information technology services.
- Oversee the establishment, supervision, and maintenance of proper systems of financial, accounting, internal control, purchasing, and budgetary control.
- Supervise grant accounting; submission of claims for reimbursement and report preparation for federal, state, local and private grants/contracts.
- 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.
- Review and authorize payroll related expenditures and reporting (SAA's, TRAQS, TRS, ORP, TWC, IRS, etc.)
- Monitor cash flow to maintain cash accounts in funds.
- 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.
- Manage the fiscal aspects of the college's endowment funds.
- Serve as Board Treasurer of Trinity Valley Community College Foundation.
- Responsible for the college's foundation accounting (general ledger, receipts, disbursements, accounts receivable, accounts payable); preparation of financial reports and IRS returns.
- Responsible for investment of TVCC Foundation funds.

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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

Approved: 5/9/08

Revised:

JD159