

VICE PRESIDENT OF FISCAL SERVICES

GENERAL STATEMENT:

Serves as the chief fiscal officer of the College. Directs, coordinates and provides supervision of business service activities of the college, including business office, bookstore and vending services, mail services and human resources.

REPORTS TO:

President

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's Degree in Business Administration or related field; CPA preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years work experience in the area of fiscal affairs involving the supervision of personnel and budget development control.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Serve as official spokesperson to the President for areas of responsibility.
- Supervise the areas of the business office, human resources office, bookstore and mailroom.
- Establish, supervise, and maintain proper systems of accounting, internal control, purchasing, and budgetary control.
- Direct and supervise college accounting operations and procedures (general ledger accounting, accounts payable, accounts receivable, payroll, cashiering, financial statement preparation, federal and state grant financial accounting).
- Assess, collect, and deposit all tuition, fees, and other monies and distribute college funds.
- Direct and supervise the operations of student accounts receivable (tuition & fees installment plan, room and board, scholarships, student loans, state and federal financial aid, and other 3rd party payers such as TDCJ).
- Direct and control cash disbursements (student, vendor, faculty, staff, accounts payable, and payroll) and classification of all college expenditures.
- Direct and supervise grant accounting; submission of claims for reimbursement and report preparation for federal, state, local and private grants/contracts.
- Responsible for financial and statistical reports required by federal, state and local government regulatory agencies relating to areas of responsibility (Dept. of Education, THECB, Legislative Budget Board, etc).
- Work closely with the college's student financial aid department in administering student loans, scholarships, state and federal financial aid; assist in required reporting.

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- Coordinate the budget development process for the college.
- 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 cash accounts in funds.
- Serves as college liaison to external auditors in preparation of annual financial audit; coordinate external audit activities.
- Prepare quarterly payroll reports and annual W2 wage reports.
- Coordinate the property tax collection processes of the college
- Serves as the investment officer of the college.
- Manage the fiscal aspects of the college's endowment funds.
- Serves 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.
- Represent TVCC and perform duties as fiscal agent of Biotech Manufacturing Center including all aspects of accounting (general ledger, accounts payable, and accounts receivable), auditing and monitoring of fiscal activities.
- 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: 10/29/96

Revised: 03/04/04