



Trinity Valley Community College

Job Description

Vice President of Administrative Services/ CFO

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Serves as chief financial officer for the College. Provides management oversight of employees and departments under Administrative Services.

REPORTS TO:

President

SUPERVISES:

Administrative Services departments

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

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

EXPERIENCE REQUIRED:

Ten years' experience in accounting, finance and internal control.

PREFERRED:

Experience in facilities management and human resources. Experience in higher education administration.

OTHER LICENSES OR CERTIFICATIONS:

CPA preferred

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Bookkeeping
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Compliance Law
- Administrative practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Serve as official spokesperson to the President for areas of responsibility.
- Provide management oversight of fiscal and treasury affairs, the business office, human resources and policy administration, the bookstore, vending services, mail services, inventory control, transportation, logistics 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.

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



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- 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.
- 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.
- 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.
- Other duties as assigned by the president.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Cellular Phone
- Fax machine

PHYSICAL DEMANDS:

- Requires: Standing, Walking, Fingering, Grasping , Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work, Computer Work

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- Subject to: Light Work
- May need: Stooping, Kneeling, Reaching, Lifting

MENTAL DEMANDS:

- Intense Noise: Less than 25% of the time
- Emotional control under stress: Less than 25% of the time
- Frequent interruptions: 25-50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was 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: 7/18/01

Revised: 10/21/2021

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1159
DBM:	F	Travel Required:	Less than 25% of the time
IPEDS/SOC CODE:	11-3011	Employment Status:	Full-Time
Salary Grade:	350	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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