



Job Description

Job Title:	Associate Vice President for Finance	Job Code:	1208
Department:	Financial Services	Grade:	O
Date:	October, 2001	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of very complex administrative tasks related to directing the activities and operations of Financial Services including accounting reports, budgets, payroll, billing and collections, grants and contracts, accounts payable and purchasing.

Characteristic Duties and Responsibilities:

1. Plans organizes and directs the accounting activities of the College in general accounting, grants and contracts, billing of collections, payroll, accounts payable, budgets and purchasing.
2. Serves as liaison of unit; coordinates division activities with those of other divisions, departments, faculty and administrative staff; represents College at outside events.
3. Assigns work activities, projects and programs while monitoring work flow and evaluating products, methods and procedures.
4. Reviews, evaluates and recommends improvements to the College's accounting and financial internal control systems and procedures.
5. Coordinates annual audit procedures and prepares annual audit reports.
6. Supervises by coordinating the activities of all administrative personnel; develops policies and procedures; reviews and approves administrative decisions.
7. Serves as primary resource and responsibility for the financial management of the college.
8. Participates in various meetings to provide financial information to the college and to outside agencies.
9. Serves as member of College Council and other assigned groups.

Reporting Relationships:

Direction Received: Reports to the Vice President of Administrative Services.

Direction Given: Direction and total responsibility for the operations of a division (Bursar, Director of Grants/Contracts/Accounts Payable, and Director of Payroll/Budgeting/Financial Reporting).



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Minimum Requirements:

Requires a broad knowledge of basic theories and principles, concepts and methodology of a general professional field, typically acquired through the attainment of a Bachelor's degree in Accounting and four years of accounting experience.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of higher education financial operations.

Supervisory skills.

Knowledge of federal and state regulations regarding College financial operations.

Working Conditions:

Typical office environment.