



## Job Description

**Job Title:** Associate Vice President for Finance

**Grade:** Q

**Department:** Financial Services

**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 all the activities and operations of Financial Services including College annual financial statements, accounting & reporting, budgets, payroll, billing and collections, grants and contracts, accounts payable and procurement as well as WTVI/PBS station financial operations.

### **Characteristic Duties and Responsibilities:**

1. Plans organizes and directs the accounting activities of the College in general accounting, grants and
2. contracts, billing of collections, payroll, accounts payable, budgets and purchasing.
3. Serves as liaison of unit; coordinates division activities with those of other divisions, departments, faculty and administrative staff; represents College at outside events.
4. Assigns work activities, projects and programs while monitoring work flow and evaluating products, methods and procedures.
5. Reviews, evaluates and recommends improvements to the College's accounting and financial internal control systems and procedures.
6. Coordinates annual audit procedures and prepares annual audit reports.
7. Supervises by coordinating the activities of all administrative personnel; develops policies and procedures; reviews and approves administrative decisions.
8. Serves as primary resource and responsibility for the financial management of the college.
9. Participates in various meetings to provide financial information to the college and to outside agencies.
10. Serves as member of College Council and other assigned groups.
11. Manages/Coordinates the transition of all financial areas of WTVI to CPCC operation as: fixed asset inventory control process, accounts payable, accounts receivable, billings, payroll/budget, procurement and all College liability insurance. etc.
12. Sets up a new chart of account for WTVI to track all the revenues/expenses, develop the guidelines and procedures on financial side to WTVI.
13. Prepares/reviews all financial reports pertaining to WTVI.
14. Supervises/trains a new position that is added to Financial Services.
15. Provides second level review for Fixed Asset Inventory, department transferred to Accounting and Reporting. Recommend fixed asset inventory controls for good business practice.



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### **Reporting Relationships:**

**Direction Received:** Reports to the Vice President of Finance and 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).

### **Minimum Requirements:**

Bachelor's Degree in from a regionally accredited institution in Accounting or Business Administration and 7 years of related accounting experience.

### **Preferred Qualifications:**

CPA License

### **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