



Job Description

Job Title:	Assistant to the Vice President	Grade:	O
Department:	Finance and Administrative 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:

Plans and manages the operational and budgetary activities of auxiliary services and assists the Vice President of Finance and Administrative Services with complex financial analysis, reporting and project work.

Characteristic Duties and Responsibilities:

1. Directs and coordinates the development of divisional work plan by assigning projects and work activities to assigned staff, monitoring work flow and reviewing work products/results, methods and procedures; supervises and provides direction for staff in Construction Accounting.
2. Supervises and participates in the development and administration of college auxiliary services; monitors and approves expenditures as necessary and recommends budget transfers.
3. Conducts periodic staff meetings and maintains communication with directors and supervisors.
4. Develops, plans and participates in implementation of divisional goals; initiates and recommends steps to accomplish these short-term objectives.
5. Coordinates division activities with those of other divisions, departments and outside agencies.
6. Provides staff assistance to the Vice President for Administrative Services and other senior level administrators; performs high-level financial analysis and project analysis as directed by the Vice President; prepares and presents various reports and other necessary correspondence.
7. Confers with and provides staff assistance and advice to higher level college professional staff regarding areas of responsibility or college-wide issues; recommends, drafts, administers policies and procedures.
8. Supervises and participates in the preparation of request for proposals/bids, and negotiates and administers contracts with outside contractors and vendors.
9. Analyzes problems, identifies alternative solutions, determines consequences of proposed actions and implements recommendations in support of accomplishing desired results.
10. Selects, trains, motivates and evaluates personnel; counsels employees in correcting deficiencies in performance and implements disciplinary and termination procedures if necessary.
11. Assists the college's year-end closings and financial reports preparation.
12. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

April 2008



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Reporting Relationships:

Direction Received: Reports to the Vice President for Finance and Administrative Services.

Direction Given: Direct supervision and evaluation of assigned mid- to upper-level management personnel, professional and support staff

Minimum Requirements:

Bachelor's degree from an accredited college or university in Accounting or Business Administration and six years of accounting or finance related experience

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of the principles of accounting principles and budgeting procedures

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents

Ability to respond to common inquiries or complaints from internal or external customers, regulatory agencies, or members of the business community

Ability to write and speak effectively; ability to make presentations

Ability to work with mathematical and statistical concepts and apply to practical situations

Ability to define problems, collect data, establish facts, and draw valid conclusions

Knowledge and understanding of community college operations, especially CPCO

Demonstrate ability to work in a team

Supervisor/ leadership skills

Knowledge of the operation of Auxiliary, and General Services Operations

Computer skills and proficiency with common office software and equipment

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse