



Job Description

Job Title:	Associate Vice President for Budgets and Payroll	Job Code:	
Department:	Budgets and Payroll	Grade:	P
Date:	January 2006	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 complex administrative tasks related to planning and coordinating the activities of Payroll, Budget and Budget Reporting including all official documents. Developing and preparing the college budgets and maintenance of the budget after State, Federal, and county approval. Coordinating assigned activities with other divisions and departments and outside organizations. Provide highly complex staff assistance to the Vice President of Administrative Services.

Characteristic Duties and Responsibilities:

1. Reviews all budget submissions to ensure that all budget expenditures are in accordance with state, federal and county guidelines.
2. Ensures that tax reports are filed in a timely manner; reviews all payroll submissions and monitors for adherence to state and federal guidelines and requirements.
3. Prepares the College's annual budget and direct reporting to the County offices on bond programs.
4. Oversees department's activities; develops and directs work plan and operational procedures; recommends goals and objectives; assists in developing and implementing policies and procedures; interprets and applies college policies and procedures.
5. Researches and examines financial trends and information.
6. Works with account managers in developing budget proposals and input in Budget Preparation system.
7. Supervises staff; recommends the appointment of personnel; coordinates staff training; assigns tasks; monitors and evaluates performance; implements discipline procedures; recommends employee terminations.
8. Investigates complaints and recommends corrective action; answers questions and provides information to the public; responds to difficult problems or requests for information.
9. Develops and implements reconciliation procedures for the area of responsibility to ensure proper tie between Payroll and Financial accounting systems.
10. Implements additional training development for budgets in coordination with the Datatel Colleague information system software. The training will be provided to the North Carolina Community College System Office (NCCCS) and through the Colleague Training Center.
11. Oversees the training and coordination of the Projects Accounting information system software. Training will be provided by a staff member through the Colleague Training Center.
12. Serves as the coordinator for new budgetary reporting programs/requirements from NCCCS.
13. Assists the Vice President of Administrative Services with research projects and other special

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assignments or projects as needed.

14. Acts on behalf of the Vice President of Administrative Services as requested in the absence of the Vice President.

Reporting Relationships:

Direction Received: Reports to Vice President of Administrative Services

Direction Given: Direct supervision for first line supervisors or coordinators and administrative support staff

Minimum Requirements:

Master's degree in Business Administration (MBA) or a combination of a bachelor's degree in business administration, education, Public relations, marketing, finance or a closely related field, seven to ten years of experience involving the delivery of administrative Services Support Services; progressive experience in terms of responsibilities in accounting and finance.

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 concepts such as probability

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

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

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

Knowledge and understanding of community college operations, especially CPCO

Demonstrate ability to work in a team

Supervisor/ leadership skills

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Proficiency with office software and equipment

Working Conditions:

Typical office environment; may travel to satellite campuses; regularly required to talk or hear; frequently required to sit and occasionally required to stand and walk; occasionally lift and/or move up to 10 pounds