



## Job Description

**Job Title:** Associate Vice President for Financial Services      **Grade:** Q  
**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:**

Performs a variety of very complex and high-level administrative duties related to directing the activities and operations of Financial Services including but not limited to accounting reports, budgets, payroll, billing and collections, grants and contracts, accounts payable and procurement.

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

1. Plans, oversees and directs the financial functions of the college as related to general accounting, billing, collections, payroll, budgets, accounts payable, procurement, sponsored programs, grants and contracts; serves as the primary resource and contact for the financial management of the college.
2. Monitors financial services and activities; ensures compliance with federal and state regulations and laws; coordinates and reviews financial reporting and audits.
3. Reviews, evaluates, and recommends improvements to the college's accounting and financial internal control systems and procedures.
4. Provides staff supervision and direction for designated staff; evaluates job performances and develop professional development plans for staff; ensures that staff receives appropriate training and maintaining up-to-date knowledge of new development in the financial arena.
5. Reports to Vice President for Finance and Administrative Services on all financial activities; coordinates programs and plans workforce at all campuses to provide quality services to students, faculty and staff.
6. Recommends and assists in the implementation of goals and objectives for Financial Services.
7. Assists with development and management of Financial Services budgets.
8. Identifies, develops and coordinates Financial Services support activities and services with academic programs.
9. Establish schedules and methods for providing Financial Services to the community; implement policies and procedures.
10. Participates in strategic planning activities pertaining to Financial Services.
11. Serves on councils, committees and task forces to represent Financial Services; represents the college to outside agencies, community and professional organizations.
12. Assists the Vice President for Finance and Administrative Services with special assignments and projects as needed.
13. Acts on behalf of the Vice President for Finance and Administrative Services as requested in the absence of the Vice President.
14. 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.  
October 2008



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### **Reporting Relationships:**

**Direction Received:** Reports to Vice President, Finance and Administrative Services  
**Direction Given:** Management of the operation of a major function with activities typically coordinated through administrative personnel above the level of first-line supervisors or personnel having mid-to-upper level management or professional responsibility

### **Minimum Requirements:**

Master's degree from an accredited educational institution in business administration, accounting, marketing, finance or a closely related field and eight years of experience in financial services or administrative services; or a combination of a bachelor's degree from an accredited educational institution in business administration, education, marketing, finance or a closely related field and over ten years of experience in financial services or administrative services; history of progressively increased responsibilities in accounting and finance

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of the principles of accounting principles  
Knowledge of accounting/finance rules and regulations as mandated by federal and state agencies  
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 CPCC  
Demonstrate ability to work in a team  
Supervisor/ leadership skills  
Proficiency with office software and equipment

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### **Working Conditions:**

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; frequently traveling between buildings on campus, to other campuses, locally and 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; no adverse environmental conditions