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St. Petersburg College

Position Title: AVP Financial and Business Services

Pay Schedule	Pay Grade	Classification Series	Classification Title
Administrative & Professional	K	Administrative Management	Associate Administrative Vice President

Job Summary for Positions in this Classification

This is the third of five levels in the Administrative Management series. This classification is responsible for providing complex and senior level direction to the activities of an assigned administrative related department or program. Incumbents work in an administrative related department or function which enables the College to function fiscally, operationally, or administratively. Incumbents will develop strategies to accomplish College-wide goals, implement policies and procedures, and develop and monitor an assigned budget. Incumbents perform management level work for their assigned departments or functions, only performing analysis or professional level work if necessary.

Position-specific job summary

The Associate Vice President of Financial and Business Services administers College wide accounting and financial service functions in an efficient manner that will ensure timely reporting of accurate data. Additional responsibilities include planning, organizing, directing staff, and controlling all phases of Accounting, Financial and Fiscal reporting, Student Accounting, Grants Reporting and Financial Compliance, and Accounts Payable, and Auxiliary Services of the College.

Typical Essential Duties for Positions in this Classification

<u>These duties are a representative sample; position assignments may vary.</u>		<u>Potential Frequency</u>
1.	Directs staff which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary decisions.	Daily 10%
2.	Develops and oversees multiple budgets and grants; allocates resources; reviews and approves justifications for budget items; directs the monitoring and control of expenditures.	Daily 10%
3.	Provides leadership in the design, implementation, and assessment of strategies, goals, policies, objectives, and activities over multiple departments, which includes developing, approving, planning, coordinating, administering, and evaluating programs, projects, processes, policies procedures, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and local laws, regulations, codes, and/or standards and grant regulations; and coordinating activities between multiple departments or functions.	Daily 40%
4.	Develops, oversees, and evaluates various programs and events; determines what programs to offer to meet strategic objectives by overseeing the content, marketing, and advertising publications.	Daily 30%
5.	Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the department at campus meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies.	Daily 10%

<u>These duties are a representative sample; position assignments may vary.</u>	<u>Potential Frequency</u>
6. Performs other duties of a similar nature or level.	As Required

Position-specific assignment within typical essential duties

- Evaluates, formulates, recommends, and administers Board Rules related to functions stated herein; Develops and maintains Administrative Procedures, training materials and system documentation; implements college policies and procedures related to finance, accounting, and auxiliary operations;
- Interprets Federal, State and Local laws and regulations applicable to the college in the areas mentioned above;
- Serves as advisor to the President, Senior Vice Presidents, and Vice Presidents in developing and implementing the financial plan for achieving the mission, strategic directions and institutional objectives of the college;
- Assumes duties and responsibilities of the Vice President for Administrative Services in the areas of financial accountability, as required;
- Oversees the development and distribution of all college financial reports;
- Prepares and/or is responsible for financial reports, including special reports, required by the Division of Community Colleges;
- Coordinates financial audits from state, Federal or other external entities, and coordinates management responses and corrective actions to audit reports and findings working closely with the President, Senior Vice President, Vice Presidents and other staff;
- Responsible for the coordination and accuracy of the college's accounting operations;
- Provides, improves, and maintains controls for all college accounting functions;
- Designs and develops controls and procedures to ensure that the functionality and internal controls needed by the College are incorporated within to promote efficient and effective operations;
- Directs the banking and cash management functions, the disbursement of student financial aid, and provides process management direction to the campus business offices;
- Coordinates accounting and reporting systems with Information Systems staff for the college, including providing functional support of system implementation and testing.

Educational Requirements*

Bachelor's degree in Accounting, Business or Finance, with specialized courses and major in related field to assigned area. Master's degree in Accounting, Business or Finance, or Florida Certified Public Accountant (CPA) is preferred.

Experience Requirements*

Seven (7) years of top level administrative experience in accounting, auditing, or comparable major field of study, including full accounting and reporting responsibilities. Supervisory accounting experience. Public or private auditing experience desirable. Experience with and exposure to computer accounting systems.

* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

Licensing Requirements

None.

Knowledge, Skills, and Physical Requirements**Knowledge:**

- Leadership principles;

- Accounting and auditing systems and procedures;
- Principles of accounting;
- Knowledge of and the ability to design, implement, and test computerized accounting systems;
- Program development and administration principles and practices at a College-wide level;
- Higher education administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Budgeting principles;
- Strategic planning principles;
- Policy and procedure development practices.

Skills:

- Providing leadership to lower level staff;
- Ability to analyze data and arrive at sound conclusions;
- Delegating and prioritizing work; Setting goals;
- Developing and implementing strategies;
- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Planning, coordinating, and implementing college-wide components and activities;
- Developing and administering budgets;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing academic and/or administrative projects, programs, and processes for areas of improvement;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Note

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Last Reviewed: May 15, 2013