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St. Petersburg College

Position Title: AVP Planning, Budgeting, and Compliance

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, Planning, Budget, and Compliance serves as a member of the administrative services management team and acts as the college's chief compliance officer. Directs and supervise the planning, and budget functions of the college in accordance with college rules and procedures. Scope of duties involve compliance with governmental regulations, policies and procedures, including but not limited to those relating to financials, student, and human resource systems.

Typical Essential Duties for Positions in this Classification

These duties are a representative sample; position assignments may vary.		Potential Frequency
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

- Direct and supervise the Planning, Budget, and Compliance departments;
- Coordinates the College Strategic Planning and Assessment process;
Provides leadership in financial planning, forecasting, projections, cost analysis, and budgeting for the College;
- Assists in the preparation of short and long term financial plans for the College;
- Ensures that best-practice financial and budgetary perspective is considered in all strategic, operational and policy issues;
- Analyzes financial data and makes recommendations to enhance business processes and profitability;
- Plans/directs operational compliance audits;
- Plans/directs collegewide risk assessment reviews;
- Participate in external sponsor inspections and/or audits related to financial compliance;
- Evaluate and monitor financial reports to ensure effectiveness and financial compliance for federally funded research. Monitor and audit commercially sponsored educational grants for potential financial conflict of interest;
- Responds promptly to detected deficiencies, develops corrective action and reports any deficiencies through established channels;
- Investigates reported violations and ensures proper reporting of violations to duly authorized enforcement agencies as appropriate;
- Provides guidance to senior management on cases referred to them for disposition and reviews management action on such cases;
- Plans/directs contract administration and other compliance reviews, analyzes/interprets results;
- Develops action plans for strengthening or correcting departmental compliance as necessary, and verifies implementation of action plans through subsequent review;
- Works with Board of Trustees, President and General Counsel on development, evaluation, revision, and interpretation of policies to ensure that policies are current and relevant and to provide a framework for appropriate action by all employees and representatives of the District;
- Provides management with key business recommendations based on quantitative data and use of functional expertise;
- Coordinates and prepares budgets and forecasts for assigned areas;
- Maintains and controls Planning and Financial Analysis systems;
- Develops and maintains key performance indicators/business measures for assigned areas;
- Keeps current on rules and laws on areas of responsibilities and sets in process procedures to accomplish the requirements.

Educational Requirements*

Master's degree in Accounting, Business Administration or Finance, with specialized courses and major in a related field to assigned area.

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 including analysis, research, planning/managing complex projects, and audit coordination. Experience in a higher education setting preferred.

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;
- Knowledge of generally accepted 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;
- Delegating and prioritizing work; Setting goals;
- Ability to analyze data and arrive at sound conclusions;
- 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