

Building for the Future

CHIEF FINANCIAL OFFICER

Job Title Chief Financial Officer

PCLS Code

Job Purpose

Provide leadership and vision for all phases of the college's administrative services operations and serve as Chief Financial Officer for the college. Responsible for developing activities in support of both the District's Master Plan and Strategic Plan.

Essential Duties and Responsibilities

Serve as a member of the district's Executive Leadership Team to plan and implement programs and services that support both the accomplishment of the district's mission and the continuation of the district's accreditation status. Promote administrative excellence, creativity, leadership, cooperation/teamwork, and accountability throughout the district in areas of assigned responsibility.

Serve as the investment officer of the college and as a financial advisor to the District President and Board of Trustees. Assure the integrity of financial accounting and reporting, and serve as the custodian of all financial records and contracts (except personnel records) for the college.

Direct the preparation of the college's financial reports for submission to the District President and Board of Trustees for review and approval; ensure all financial reports are submitted to state and federal agencies, as required.

Direct the college's budget development process, including the presentation of final budget recommendations to the District President and Board of Trustees.

Recommend policies and develop and implement college-wide financial procedures and operating guidelines for areas of responsibility.

Direct the activities and functions of Financial Services (including Accounting, Budgeting, Bursar, Investments, Payroll, Accounts Payable, Accounts Receivable, Risk Management, and Auxiliary Services), Purchasing, Facilities Planning and Construction, and the Collin College Police Department.

Serve in a leadership oversight role related to district-wide facilities planning and construction, working closely with architects, construction managers-at-risk, and sub-contractors; ensure the district's interests are

protected and that projects are accomplished within the planned budget and projected timelines.

Performs other duties as assigned.

Supplemental
Functions

Performs all duties to maintain all standards in accordance with college policies, procedures, and Core Values.

Education and
Experience

Bachelor's degree from a regionally accredited institution required
Master's degree in business administration or related field preferred

Five (5) years of significant administrative experience or equivalent, with demonstrated expertise in large scale financial systems required.
Demonstrated experience successfully executing a large scale bond program is highly desired.

Licenses & Certification CPA license preferred.

Knowledge,
Skills, and
Abilities

Knowledge of Texas Community College funding is preferred
Knowledge of budgeting and various types of budget development
Knowledge generally accepted accounting principles
Knowledge of appropriate internal controls for all financial operations
Knowledge and training related to the Texas Public Funds Investment Act is preferred
Knowledge of the CM-At-Risk delivery method is preferred
Knowledge of legal requirements for obtaining the services of architects, engineers, and general contractors
Knowledge of investment instruments available to community colleges is preferred
Planning and scheduling skills
Verbal and written communication skills, including formal presentations

Budgetary skills
Accounting skills
Leadership skills
Ability to work collaboratively with all leadership team members
Ability to prepare various financial reports
Ability to meet deadlines
Ability to establish goals
Ability to maintain effective working relationships

Physical
Demands and
Working
Conditions

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and constantly having 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. Little physical effort required

Positions in this class typically require talking, hearing, seeing, grasping, standing, walking and repetitive motions.

Relatively free from unpleasant environmental conditions or hazards.
Office environment.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The employer actively supports Americans with Disabilities Act and will consider reasonable accommodations.