

POSITION: VICE PRESIDENT, FINANCE AND ADMINISTRATION

UNIT: MANAGEMENT - UNGRADED

DEPARTMENT/
DIVISION: FINANCE AND ADMINISTRATION

REPORTS TO: PRESIDENT

GENERAL
DESCRIPTION:

Manages, directs, and controls all of the financial and administrative processes of the College in an efficient and effective manner in order to meet organization objectives.

PRINCIPAL
RESPONSIBILITIES:

1. Directs, oversees and organizes all departments within the Division of Finance and Administration.
2. Prepares annual plan and budget for the Division of Finance and Administration.
3. Directs the development of operating, capital, and grant proposal budgets by working closely with all operating departments of the College, and provides for monthly budget performance reports.
4. Ensures compliance with all applicable local, state, and federal regulation pertaining to the Division of Finance and Administration.
5. Ensures the development and maintenance of accounting, payroll, and purchasing systems required to comply with county, state, and federal regulations and reporting needs of the College.
6. Reviews, forecasts, and analyzes the receipt and disbursement of all College funds and the funds of any organization controlled by the College.
7. Oversees the administration of the contracts for food service and the bookstore.
8. Serves as the College liaison to the MCC Foundation on financial matters.
9. Provides counsel to the President on any proposed or actual changes in state statutes or regulations affecting county college finances.
10. Maintains official contact regarding county college finances with county, state, and federal governmental agencies as well as private grant-funding organizations and

represents the College at public agencies with county, state, federal, and private grant governmental agencies concerned with county college finances and represents the College at various public organizations and meetings as requested by the President.

11. Leads and supervises a staff of professional and support personnel within the division and provides for their motivation, development, and performance appraisal.
12. Provides the President with a financial management position on all collective bargaining agreements.
13. Develops financial and accounting policies for the College and its agencies for the approval of the President.
14. Performs other duties as assigned.

QUALIFICATIONS:

- Master's in Business Administration, Finance or related field.
- Minimum 3 years of leadership experience in higher education.
- Significant experience with computerized college finance and administration systems
- Excellent written and verbal communication skills.

SALARY: \$164,033