State College of Florida, Manatee-Sarasota
Job Description

Job Title: Associate Vice President, Finance
Reports to: Vice President, Business and Administrative Services
FLSA Status: Exempt
Level: 217
Position Class:

Job Summary:
This position is responsible for directing, coordinating, supervising, planning and organizing the financial, accounting, payroll, budgeting and cashiering/fee payment activities of the College.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Exercises control over all of the College’s budgets after adoption by the Board of Trustees and supervises the preparation of budget amendments.


3. Prepares and electronically files the monthly cash requests for vocational grants and supervises the periodic requests for Federal funds and Public Education Capital Outlay Funds.

4. Supervises the preparation of certain monthly financial exhibits that are presented to the Board of Trustees and reviews them for correctness before each meeting.

5. Interacts directly with the IT Management to coordinate functional consulting, programming needs and all other financial computing issues for the College’s database.

6. Supervises the preparation of closing entries at the end of each fiscal year in order to prepare the College’s Annual Financial Report and the opening entries required to establish the books for the next fiscal year.
7. Prepares revenue and expenditure portions of the budget for Funds 1, 2 and 7 under the guidance of the Vice President, Business and Administrative Services. Incorporates these portions into the annual budget document with the assistance of the Manager, Financial Services.

8. Serves on various committees, as required for the position.

9. Approves all daily, monthly and other periodic entries to the official books of the College, including all journal vouchers, budget amendments and other adjusting entries.

10. Acts as liaison and provides administration for College banking services, including entitlements and authorizations for access and online banking services.

11. Plans and reviews cash flow in order to maintain proper fund balances. Authorizes required fund transfers on a daily basis.

12. Reviews and approves reconciliation of property records for transportable equipment with the general ledger and trial balance detail. Reconciles depreciation expense and reserves at year end.

13. Authorizes withdrawal of students for non-payment of fees due.

14. Provides oversight for accounts receivable collection efforts, the preparation of entries for write-offs at year end, and the reconciliation of accounts receivable to the general ledger.

15. Provides oversight of all payroll functions of the College that are under the direct supervision of the Coordinator, Financial Services.

16. Drafts and maintains documentation for Banner processes.

17. Approves drafts and updates to procedures and operations manuals for accounting, cashiering/fee payment and payroll.

18. Manages, coaches and directs all Supervisory staff in the Accounting, Payroll and Cashiering/Fee Payment departments to insure that critical functions are performed accurately and timely.

19. Assists the Vice President of Business and Administrative Services in policy evaluations and revisions relating to financial matters.

20. Provides the Vice President of Business and Administrative Services and senior management with reports and data requests as needed.

21. Acts as primary contact and liaison with external and internal auditors. Responsible for maintaining standards of internal control to insure compliance with applicable laws and regulations.

22. Oversees the maintenance of all grant files and works closely with the Director of Resource Development and grant directors to insure compliance with grant requirements and related laws and regulations. Provides financial information as part of the reporting requirements.
23. Stays current with knowledge of IRS regulations, Florida Statutes and Division of Community College rules and procedures pertaining to finance operations, as well as AICPA, GASB and NACUBO laws, rules, regulations, standards and guidelines, and disseminates same to College officials on a need to know basis.

24. Provides and maintains cellular telephone services and is accessible by cellular phone to the College at all times, except during duly authorized holidays and approved vacation, personal or sick leave.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Master’s degree from an accredited university and five or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  Five or more years of direct supervisory experience, including formal training in supervision, is required for this position.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:**
  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. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

- **Computer Skills:**
  Advanced knowledge of spreadsheet software; current College database, word processing, database, presentation, Internet, and email software; previous College database for historical data; Florida Software – sales tax, LaserLink – 1099’s; reporting software.

- **Certificates and Licenses:**
  Certified Public Accountant.

**Responsibility for People and Property:**
Supervises Finance, Payroll and Cashiering staff.

Develops and prepares Department’s budget.
This position has oversight responsibility for all payrolls issued, as well as all budget and student refund checks issued and for all deposits made for six bank accounts and multiple investment accounts. Oversees transfers between bank and investment accounts on a daily basis and is responsible for the integrity of all cash/investment assets of the College. Ensures that sufficient funds are available for current expenditures. The range in transactions amounts varies, often times involving millions of dollars daily.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has extensive contact with staff in all College departments.

- **External Contacts:**
  This position has routine contact with representatives from community colleges, banks, State Board of Administration, and State Auditors/Auditor General’s and Controller’s office.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to use manual dexterity and talk or hear. The employee is frequently required to stand, walk, sit, reach with hands and arms, and lift up to 10 pounds. Special vision requirements include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**

In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.
5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<td>Preparing Manager</td>
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