

**JOB TITLE:** Vice President, Finance & Administration

**DEPARTMENT:** Finance & Administration

**LOCATION:** Union Campus

**REPORTS TO:** College President

**FLSA:** Exempt

**LEVEL:** 301

**DATE:** 10/1/19; 09/24/12

**POSITION SUMMARY:** To provide administrative leadership of the Business Office, Facilities & Grounds, Purchasing, and Auxiliary Enterprises (Food Service and Bookstore). Oversee the financial business of the college, including levy and bond finances, investment management, budget development and control, revenue and expenditure projections, and audit.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

- Completion of master's degree in business, finance, accounting or related field
- Five years budget management or related administrative experience and supervisory leadership experience

**ESSENTIAL TASKS:** *Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.*

- Advise the President and other administrators regarding the financial operations of the College.
- Supervise all personnel assigned, recommending selection, retention, promotion and discharge as appropriate.
- Directly administer the development and implementation of the annual budget, including appropriate analysis of issues affecting revenue and/or expenditures, preparation of long-range budget forecasts, administration of budget process, and recommend budget amendments as necessary through the course of each fiscal year.
- Review and make recommendations for new and/or revised policies related to college finances and administrative services, including, but not limited to, Section 4.0 of the College Policy Manual, and related procedures.
- Annually prepare Composite Financial Index (CFI) for the Higher Learning Commission, analyze and evaluate factors impacting the ratio, prepare and present to the President recommendations for increasing the CFI.
- Provide direct administration and leadership for implementation of Strategic Plan initiatives related to institutional finances.
- Maintain an internal control system to ensure that financial transactions are based upon established procedures as required by the United States government, the State of Missouri, the college auditors and Board of Trustees' policies and procedures
- Oversee the development and preparation of all monthly and annual financial reports for the President of the College and the College Board of Trustees and other reports as required. Present and discuss monthly financial statements at board meetings, to cabinet, and other stakeholders as designated by the President.
- Provide leadership/strategic direction regarding development of campus, facilities, and grounds, including the development and continued oversight of deferred maintenance list, with annual presentation to the President of projects recommended for funding and long-range strategies for addressing deferred capital needs.
- Coordinate the annual audit, including supplying auditors with all necessary information. Prepare the Management Discussion and Analysis (MDA) component of the audit.
- Distribute audited financial statements to banks, rating agencies, clearinghouses, governmental entities, and other stakeholders.
- Lead the development of annual changes to the schedule of tuition and fees; develop and present annual recommendation to the President.
- Oversee the preparation of Requests for Proposals (RFPs) and Requests for Qualifications (RFQ) in accordance with college policy.
- Oversee college funds including daily monitoring, forecasting, investments of funds, and monitoring of pledged collateral. Administer purchasing and investment policies, and recommend changes as necessary.
- Review and recommend appropriate insurance coverage (casualty, liability, and other coverages, excluding employee benefits) on behalf of the college.

- Prepare all fiscal notes/analyses of pending legislation, as requested by the Missouri Department of Higher Education, General Assembly, or other governmental entities.
- Review, negotiate, and/or monitor execution of contracts for services.
- Review, negotiation, and/or monitor all leases entered by the college; develop and present recommendations for annual renewal of leases.
- Work with financial advisor and lending counsel on financing (general obligation bonds, lease purchases, revenue bonds, et al.).
- Annually review interest and/or finance charges on credit cards and other credit accounts, renegotiate as applicable, and report table of rates to the President.
- Represent the College as an active participant in organizations of chief financial officers of colleges and universities in Missouri.
- Serve as liaison with architects, construction manager, contractors, et al. on campus construction projects. Respond to all state funding agency queries.
- Actively represent the college in civic and community events, as designated by the President.
- All other duties as assigned at the discretion of the President.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Demonstrated knowledge of and skills in fund accounting, cash flow management, investment of funds, budget preparation and management, both long-and short-term institutional financial planning, budget projections, and bond and tax levy funding. Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Thorough knowledge and understanding of the community college mission. Supervisory skills, particularly leading a team of professional staff. Ability to interpret and enforce college policies and procedures.

**LEADERSHIP AND COMMUNICATION SKILLS:** Guide organization-wide development and strategic planning; leads the development of organization mission, vision, and principles; directs capital improvement initiatives. Communicate with key stakeholders to effect long-term planning and to secure organization position and resources. Excellent oral and written communication skills to convey ideas, facts, and information effectively and accurately to students, staff, faculty, and the general public; evidence of collaborative leadership; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; well-developed public speaking and presentation skills; effective telephone and customer service skills; ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments; comply and enforce policies, procedures, and instructions; responsible for short-term and long-term planning within a department or division;; employee development and performance management skills; communicate through negotiation and consensus building to exchange ideas, information, and opinions or develop decisions, conclusions, or solutions; develop and administer operational programs; and/or write or present extremely complex papers and reports.

**DECISION-MAKING and ANALYTICAL SKILLS:** Decision-making is the primary aspect of the job, affecting organization, related organizations, and major segments of the general population. Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; ability to use independent judgment and discretion; perform executive or expert professional work to establish policy, long-range plans, and programs; identify funding sources; and allocate funds; ability to analyze complex human relations situations accurately and resolve problems expeditiously ability to make administrative/procedural decisions and judgments. Analytical skills, particularly regarding

budget/finance, risk analysis, compensation and benefits. Ability to set strategic direction regarding use of financial, physical, and human resources of the institution. Ability to develop and implement administrative policies and procedures.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.; office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

**POSITIONS SUPERVISED:** Director, Facilities & Grounds; Director, Financial Services/Comptroller; Coordinator, Bookstore, Mail & Imaging Services; Executive Administrative Assistant; Food Service Manager; and Purchasing Manager.

**SIGNATURES:** I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

---

Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*

**DISCLAIMER:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*