



POSITION DESCRIPTION

TITLE: Associate Vice President, Budget and Financial Services
FLSA STATUS: Exempt
CATEGORY: Administrative
GRADE: F

JOB SUMMARY: Assist the Vice President of Financial and Administrative Operations with management and leadership aspects of designated areas within the Division. Work involves the daily management of a variety of financial and business areas and major project management as assigned in support of the accomplishment of the District's mission, Vision, and Core Values of the District.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Administer the District's financial and business services which include Accounting, Finance, Budget and Human Resource Functions.	35%
2. Oversee the development of the district-wide annual budget for consideration by the President. Assist the Vice President of Financial and Administrative Operations with presenting the final budget to the Board of Trustees for approval. Make recommendations for funding special projects as they arise during the fiscal year.	10%
3. Supervise the preparation of various financial reports for submission to various internal and external officials, to include the accurate preparation and issuance of the Annual Comprehensive Financial Report.	10%
4. Advise the College leadership on all accounting, financial, auditing and budgeting matters.	10%
5. Responsible for personnel management activities for assigned departments. Major functions include recommendations for employment, competitive promotion, supervision and evaluation of assigned personnel and providing guidance and support concerning personal and professional development.	5%
6. Coordinate internal audits with the contracted firm as directed by the President. Make recommendations for areas to be audited based on risk assessment.	5%
7. Administer the District's debt financing program in coordination with the upper administration and District's financial advisor.	5%
8. Develop, implement, monitor, and evaluate internal and District procedures related to assigned departments. Ensure that District policies and procedures and other applicable laws and regulations are used to guide the operational activities of the department.	5%

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| 9. Develop, monitor, and manage assigned budgets. | 5% |
| 10. Assess short and long-term departmental/district needs; develop strategies and make recommendations regarding allocation of resources and overall operations management. | 5% |
| 11. Perform other duties as assigned. | 5% |

SUPERVISORY RESPONSIBILITIES: Direct supervision of assigned Directors and staff.

BUDGET RESPONSIBILITIES: Departmental Budgets

ESSENTIAL QUALIFICATIONS:

EDUCATION: Master's Degree in Business, Finance, Accounting or related field.

EXPERIENCE: Seven (7) years of experience including five (5) years as a chief finance or administrative officer of a college or large non-profit organization; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

CERTIFICATION: Current Texas Certified Public Accountant (CPA) License.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience supervising and managing personnel;
- Effective communication, written and verbal, and interpersonal skills;
- Ability to remain current with educational trends, issues, and challenges for community colleges;
- Ability to effectively evaluate situations and make appropriate decisions;
- Ability to prepare accurate and complete financial reports in compliance with federal, state and local guidelines;
- Ability to coordinate and oversee internal and external audits of the District;
- Knowledge of State and Federal laws and regulations in fiscal and personnel management related to community colleges;
- Knowledge of College policies and procedures as they relate to sound fiscal management;
- Knowledge of financial analysis techniques and methods for assessing the operating effectiveness and financial condition of organizations;
- Experience with making public presentations;
- Experience with developing and executing budgets.

1. **Equipment Used:** Personal computer, fax telephone, copier and other equipment associated with a general office environment.
2. **Software Used:** a variety of word-processing, spreadsheet, database, e-mail, presentation software, and Enterprise Resource Planning (ERP) System.

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel. The employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to stand, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important to the highest degree due to constant interaction with other people, at any level within the organization or the community, position's accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually appropriate.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*