

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ASSISTANT VICE PRESIDENT FOR FINANCE

PAY GRADE: A-2

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To manage the college's fiscal operations including supervision of staff, assistance with all types of fiscal transactions, and to monitor, review and report on the college's fiscal condition to assure that the college's objectives and goals are met efficiently and economically.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree in accounting required. Certified Public Accountant (CPA) preferred. Master's degree in business administration or accounting preferred.
2. Years of experience in field: Five years' experience in accounting/record keeping, including a minimum of two years' experience in a supervisory capacity. Experience should include a variety of accounting functions such as accounts receivable, accounts payable, cashiering, general ledger accounting, asset inventory, and banking. Experience in community college preferred. Experience in public sector fund accounting preferred.

Special skills or abilities related to position:

- Knowledge of modern office practices, procedures and equipment as applied to accounting system.
- Knowledge of accounting and expenditure control systems and procedures.
- Ability to plan, organize, supervise and evaluate the work of a group of professional and career service accounting personnel.
- Ability to communicate effectively; orally and in writing.
- Ability to prepare financial and statistical reports.

Special skills or abilities related to position (continued):

- Ability to establish and maintain effective working relationships with college employees at all assignment levels and the general public.
- Knowledge of federal and state laws, and of record keeping requirements for same.

ESSENTIAL JOB FUNCTIONS:

1. Supervise and participate in the preparation of regular and special financial and statistical statements and reports, including the state-required annual financial report and the cost analysis report.
2. Plan, organize, review, supervise and evaluate the work of the Business Office staff, engaged in maintaining ledger, budgetary control accounts and various journals.
3. Design and develop accounting forms, controls, systems and procedures to promote more effective and efficient operations within the various departments.
4. Exercise expenditure controls.
5. Provide day-to-day management of the college's fund investment program.
6. Respond to questions regarding situations which raise policy questions and which do not follow prescribed patterns and procedures.
7. Supervise record keeping for accounts payable, accounts receivable, grant expenditures, and collections.
8. Assist with preparation of the annual college budget.
9. Prepare responses to auditor questions.
10. Supervise the asset inventory systems.
11. Supervise the Payroll Office and the Cashier's Office functions.
12. Coordinate the preparation of regular and special reports required for proper budget administration by cost center budget managers.
13. Represent the Business office on various college committees.
14. Monitor business functions conducted by other college departments such as collections and petty cash disbursement.
15. Serve as the primary liaison with other college departments in matters pertaining to Business Office functions and procedures.
16. Attend regional and state meetings related to responsibilities and, in particular, represent the college at state accounting committee meetings.
17. Assist with other duties, as assigned by supervisor.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

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

ASSISTANT VICE PRESIDENT FOR FINANCE

PAGE 3

PHYSICAL DEMANDS: (Continued)

accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

ENVIRONMENTAL CONDITIONS (Continued):

PRIMARY LOCATION OF JOB: Building I (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: Vice President of Administration and Finance