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| **Job Title:** Associate Vice President for Finance | **FLSA Classification:**  Exempt  Nonexempt |
| **Reports to:** Vice President for Finance and Administration | **Location:** Premont Hall |
| **Department: Finance** | **Division:** Finance and Administration |
| **Employment Category:**  Full-Time Part-Time | **Paygrade:** |

**PRIMARY PURPOSE OF POSITION**

Under the direction of the Vice President for Finance and Administration, the Associate Vice President for Finance is responsible for providing leadership to and management of all university accounting, procurement, accounts payable and payroll, budget, treasury, financial reporting, revenue collections and student accounts functions. The AVP for Finance is also responsible for overseeing the administration of financial applications, integration of data to/from the ERP system, and financial analytic activities for the University. The position will act as a liaison with vice presidents, deans, departmental directors, and academic departments developing and monitoring the annual operating budget.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Accounting*

* Provides leadership to general accounting and financial reporting personnel to ensure timely and accurate internal and external financial reports. Oversees detailed endowment accounting.
* Coordinates the annual year-end financial statement audit and ensures the accuracy of the audited financial statements.
* Prepares complex internal and external financial reports with accuracy on a timely basis. Ensures quality accounting and best practices are followed.
* Oversees the preparation of various reports to the Fiduciary Committee of the Board.
* Coordinates the preparation of the annual IRS Form 990 and 990T.
* Develops documents and explains accounting policies and procedures. Ensures compliance with all governmental regulations and accounting requirements as well as provides proper oversight and control of university resources by establishing and publishing effective policies.
* Works with the Student Financial Aid office in managing scholarship accounts and Federal/State program funds in accordance with regulations.

*Budget*

* Plans and directs the internal strategic budgeting process to ensure compatibility with the institutional goals and objectives, to ensure that the budget is developed in alignment with the resources available, and to ensure the integrity and effectiveness of the budgeting process.
* Works collaboratively with Institutional Effectiveness & Planning on operating budget development, forecasting, and Human Resources on position control maintenance.
* Monitors and forecasts financial performance against the budget and position control, develops accurate cost studies and projections and formulates into reports, as needed.
* Develops, analyzes, and presents financial management information for: analysis and forecasting, evaluation of programs, internal allocations, and to support sound executive decision-making.
* Develops, recommends, and implements financial planning policies and guidelines to support long-term financial modeling and financial support for the University’s strategic plan.

*Treasury*

* Coordinates with banks and investment firms on cash management, investments, and debt instruments.
* Ensures compliance with debt instruments and continuing disclosure requirements.
* Works closely with the Advancement Office to provide regular reports on donor gifts, pledges, and restricted funds.
* Provides leadership to the Student Accounts Office including cashiering/revenue management and student account billing and collections.

Payroll Services

* Oversees Payroll Services staff to ensure that all aspects of payroll management including day-to-day operations, internal controls and business compliance, payroll-related business systems work at expected high levels.
* Works cooperatively with Human Resources to ensure compensation is paid to employees accurately, timely, and in accordance with federal and state tax requirements.

Disbursement Services

* Directs Purchasing, Accounts Payable and Pcard Program staff to ensure an on-going flow of work that results in timely and appropriate payments to vendors, faculty, staff, and other constituents.
* Ensures controls and accountability for all University payments are working and enforced.

*Miscellaneous*

* Sets goals and promotes continuous improvement in services, processes, automation, and efficiency.
* Performs other duties as may be assigned

**QUALIFICATIONS**

**Education and Experience:**

* + BS in Accounting with a CPA and/or graduate degree strongly preferred with at least 8 years of progressively responsible experience, preferably within higher education.
  + Knowledge of generally accepted accounting principles (GAAP) for higher educational institutions or other nonprofits.
  + Experience in financial analysis, forecasting and strategic planning to analyze and compile financial data and reports.
  + Experience controlling complex budgets, accounting, and personnel functions including detailed budget preparation, contract and grant budget proposals, purchasing, payroll, ledger reconciliation, and fiscal close.
  + Knowledge and skill in effective use of business application programs, budget preparation applications, and Banner or equivalent financial MIS accounting systems.
  + Skill in effective communication, both orally and written, for the purpose of obtaining, conveying, and transforming information into appropriate action.
  + Successful completion of an employment and/or criminal history background check required
  + Great attention to detail

**Required Skills/Abilities:**

* Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff
* Support, implement, and promote advancement of the District’s equity goals, and Diversity and Equal Opportunity Plan in all aspects of employment.
* Communicate effectively both orally and in writing
* Ability to communicate and follow personnel policies and procedures.
* Works independently and meet objectives and timelines.
* Conduct position reviews and make sound determinations.
* Effectively navigate the complex dynamics of human interactions in the workplace
* Develop and maintain positive working relationships across multiple functions and job levels within a diverse academic environment.
* Project management skills and experience.
* Demonstrated ability to conduct complex data analysis.
* Strong analytical skills to review statistical results to make practical and meaningful recommendations.
* Successful short- and long-term planning skills.
* Originate policies, procedures, forms and instruction manuals or other written materials necessary to support program implementation and function.
* Oral and written communication skills including persuasive communication, public speaking and drafting of concise contract language.
* Use a variety of computer software to enter, modify, format and retrieve data.
* Compose and prepare written materials including graphs and other presentation tools.
* Maintain confidentiality.
* Excellent verbal and written communication skills.
* Excellent interpersonal, negotiation, and conflict resolution skills.
* Excellent organizational skills and attention to detail.
* Excellent time management skills with a proven ability to meet deadlines.
* Strong analytical and problem-solving skills.
* Ability to prioritize tasks and to delegate them when appropriate.
* Ability to act with integrity, professionalism, and confidentiality.
* Proficient with Microsoft Office Suite or related software.
* Proficiency with or the ability to quickly learn the organization’s HRIS and talent management systems.

**WORKING CONDITIONS**

**SCHEDULE**: This is an **exempt position**. The individual holding this position may need to be available early morning, evening and weekends to meet the needs of the department.

To perform this job successfully, an individual must be physically able to perform each essential duty satisfactorily. The expectations listed below are representative of the skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

**PHYSICAL REQUIREMENTS**

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

**SUPERVISION RECEIVED**: Directly reports to VP of Finance and Administration.

**SUPERVISION EXERCISED**: Management-level staff and department activities.

**EXPECTATIONS**

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
* Perform all duties of position.
* The ability to follow general instructions, accurate communication and organized.
* Ability to shift quickly between several tasks without loss of continuity while balancing priorities to accomplish assigned tasks within the required time frame.
* Ability to establish and maintain effective communication & working relationships with internal and external constituents.
* Ability to accept supervision, assignments, change, and correction. Ability to work by oneself when needed and as well as a team.
* Carry out all responsibilities and objectives in a professional manner.
* Maintain professionalism when dealing with all staff and other customers while fostering positive working relationships.
* Adhere to the policies and procedures established by St. Edwards University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required. I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |