Position Title: Director of Finance and Administration

Department: Finance

Employment Category: Administrative Staff

Primary Location: Sierra Vista Campus
District-wide

FLSA Classification: Exempt

Parameters: Full-time; 12 months/year

Pay Grade: AS18

Position Summary: The Director of Finance and Administration is responsible for providing leadership and supervision for fiscal operations to support the college’s mission, vision, and strategic initiatives in an efficient and effective manner.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Oversees financial operations of the college, including accounts payable, accounts receivable, collections, fixed assets, budgeting, financial audits, and preparing specialized financial reports; responsible for oversight of all phases of the procurement process from purchasing to property control and disposal

Manages all contractual activities to include insurance coverage, bookstores, and food service; reviews and maintains all service agreements with contracted vendors, inter-governmental agreements and facilities use agreements; ensures all are current and in compliance with college and state requirements

Provides leadership to the business office to ensure the delivery of excellent customer service; provides responsive communications and information to promote effective business decisions and operations following federal and state regulations; promotes a participatory and engaging environment for faculty and staff in support of district-wide business priorities

Regularly reviews general ledger activity to ensure accuracy and appropriate internal controls; examines grant journal entries and reports for approval; monitors adjustments made by business office staff, analyzes accounts, verifies data, and reconciles differences

Responsible for the accurate assembly and completion of the Consolidated Annual Financial Report (CAFR); works closely with the Controller to ensure all areas of the CAFR are complete and all required information is included; identifies the need for proactive postings throughout the year for year-end close and coordinates the annual financial audit; implements necessary changes to ensure compliance to any audit findings and to prevent future audit findings

Manages all treasury investments; stays abreast of market trends and makes needed transfers to maintain the district’s investments; provides quarterly reports on all investment activity to the investment committee

Develops and recommends policies and procedures related to the business office operations; ensures policies and procedures remain up-to-date and in compliance with all federal and state law, accounting and auditing standards
JOB DESCRIPTION

Maintains monthly, quarterly, and annual reports to include estimates for financial forecasting and budgeting purposes; provides in depth data extraction in support of the forecasting and budget process; oversees the preparation of reports to third party agencies to include but not limited to EMMA, HLC, ELR, and IPEDS

Supervises, trains, and evaluates direct reports; mentors and provides support to assist all business office staff in meeting department and district wide goals and objectives
Participates in college wide committees and represents the college at local and state meetings as required

Performs other related duties as assigned.

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**
Masters’ degree in accounting, business administration, finance, public administration, or related field from a regionally accredited institution of higher learning recognized by the US Department of Education
Seven years management and supervisory experience demonstrating progressive responsibility, preferably in a higher education environment
Seven years accounting experience
Current CPA license, CPFO, or ability to obtain is preferred
Post offer, pre-employment background screening required

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

**Knowledge, Skills and Abilities:**
Knowledge of and ability to follow and enforce district policies and procedures
Knowledge of federal, state and local laws, regulations and guidelines related to assigned work
Working knowledge of Generally Accepted Accounting Principles
Knowledge of grant accounting and budgeting
Knowledge of OMB circulars and EDGAR regulations
Knowledge of supervisory principles, practices and techniques
Knowledge of accounting statements, general ledger and related accounting practices
Knowledge of account reconciliation methods and techniques
Knowledge of financial analysis methods
Knowledge of procurement, inventory control and asset management methods
Knowledge of integrated business and enterprise software, specifically Banner Finance
Knowledge of budget preparation, monitoring and administration
Knowledge of current computer technologies, word processing, database, presentation and spreadsheet software
Skill in supervisory practices and techniques
Skill utilizing computerized accounting systems and Microsoft Office applications which affect assigned work
Skill analyzing accounting problems and taking effective corrective action
Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public
Ability to engage a diverse population and to maintain composure when faced with difficult situations
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with attention to detail
Ability to work independently while contributing to team environment

Revised 11/16
Approved VPHR 010617
JOB DESCRIPTION

Ability to analyze problems, identify solutions, to take appropriate actions in resolving problems using independent judgment and decision-making processes while maintaining confidentiality
Ability to give effective public presentations in representing ideas and concepts orally and in writing

**Work Environment:** Work is primarily performed under general supervision in an office setting with appropriate climate control. Travel, early morning, evening, and weekend work may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Vice President for Administrative Affairs

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.