

JOB DESCRIPTION



Position Title: Director of Finance and Procurement Services

Department: Finance

Employment Category: Administrative Staff

Primary Location: District-wide
Based on the Sierra Vista Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS19

Position Summary: The Director of Finance and Procurement Services is responsible for providing strategic leadership and direction for the financial operations, procurement services, contract management, and accounting functions for the district including budget development and planning, financial management, procurement and contract management, and reporting, audits and year-end close processes.

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 the financial operations of the college, including accounts payable, accounts receivable, collections, grants, fixed assets, budgeting, financial audits, procurement services, and preparing specialized financial reports

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 financial system 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

Provides leadership to accounting team to ensure an effective and timely audit process and implements policy and procedure changes to ensure compliance with laws and regulations for areas of responsibility, particularly as it relates to accounting guidelines and auditing standards

Oversees the accurate assembly and completion of the Annual Consolidated Financial Report (ACFR); ensures all areas of the ACFR are completed in a timely manner and all required information is included; identifies the need for proactive postings throughout the year for year-end close; implements necessary changes to ensure compliance to any audit findings and to prevent future audit findings

Responsible for directing procurement activities for the district and for ensuring procurement and contractual processes and practices are in compliance with college policies, state requirements and the State of Arizona Procurement Code. Ensures purchase orders are issued accurately and promptly; ensures formal and informal solicitation processes are completed correctly, in a timely manner, and in accordance with all applicable statutes and regulations; assists departments in writing specifications for material supplies, services and equipment

JOB DESCRIPTION



Manages all contractual activities to include insurance coverage; 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

Assists vendors, contractors, and staff regarding purchasing, shipping, receiving, and materials maintenance agreements; performs contract analysis; oversees quality control and the implementation of continuous improvement programs in all areas of finance and procurement services; oversees the purchasing card program

Manages public records requests, related primarily to procurement events, in coordination with legal advisors and the VPA

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 and distribution of reports to internal stakeholders and third-party agencies to include but not limited to budget managers, senior administration, governing board, state auditor general, HLC, ELR, and IPEDS

Supervises assigned staff, to include hiring, training (staff and end-user), performance evaluations; mentors and provides support to assist staff in meeting department and college goals and objectives

Assists the Vice President for Administration (VPA) in the management of all treasury investments; stays abreast of market trends and makes needed transfers to maintain the district's investments; prepares quarterly reports on investment activity for the investment committee

Serves as a member of the leadership and president's councils, participates in college wide committees and represents the college at local and state meetings as required

Continually updates professional knowledge and skills

Performs 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:

Bachelor's degree in finance, business administration, public administration, accounting or related field from a regionally accredited institution of higher learning recognized by the US Department of Education, Master's degree preferred

Five years' management and supervisory experience demonstrating progressive responsibility and leadership

Five years of finance and/or accounting experience, preferably in a higher education or public entity environment

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:

Commitment to the community college mission

High level of personal integrity, initiative, and ability to manage sensitive issues while maintaining confidentiality

Knowledge of and ability to follow and enforce district policies and procedures

JOB DESCRIPTION



Knowledge of federal, state and local laws, regulations and guidelines related to assigned work
Working knowledge of Generally Accepted Accounting Principles (GAAP), accounting statements, general ledger and related accounting practices
Knowledge of OMB circulars and EDGAR regulations
Knowledge in and ability to use financial analysis and accounting reconciliation methods and techniques
Knowledge of current computer technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications
Knowledge of integrated enterprise software, preferably Ellucian Banner Finance
Knowledge of supervisory principles, practices and techniques
Knowledge of accounting statements, general ledger and related accounting practices
Knowledge of auditing and 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 and teambuilding 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
Ability to engage a diverse population and to maintain composure when faced with difficult situations
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to organize, prioritize, and follow multiple projects and tasks through to completion with attention to detail
Ability to work independently while contributing to team environment
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 representing ideas and concepts orally and in writing
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

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, push, 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 of Administration

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.