Position summary: Under indirect supervision, the Vice President of Fiscal Services directs the institution’s fiscal and accounting services. This position reports directly to the President, keeping him/her abreast of all planning, organizing, staff and development of Panola College’s financial situation.

Position responsibilities:

- Advise the College President on matters of College finance and business management.
- Serve as the central cashiering agent, and as such receive all funds due the College from federal, state, and local sources, including tuition and fees.
- Deposit all funds received in the appropriate bank account.
- Determine accounting methods and procedures.
- Supervise purchasing procedures.
- Control budgeted expenditures within limits of the approved budget.
- Manage the College’s insurance program.
- Prepare the annual operating budget.
- Manage the College’s program of funds investment.
- Responsible for the managers of the auxiliary enterprises including college store and cafeteria, operations and maintenance, police departments in matters of finance, purchasing, inventory, pricing and physical operation of their work.
- Provide for an effective system of telephone and mail service.
- Maintain an accurate system of records on all funds received and disbursed.
- Prepare financial reports required by the Board, College President, general administrative officers of the College, and state and local agencies.
- Assist in audit functions of the College general accounts, auxiliary agency accounts, and student activity accounts.
- Supervise the financial aid officer in administering and disbursing funds available for student aid under various federal, state, and local assistance programs.
- Advise the College President on insurance and personal security policies in force.
- Responsible for the general over site of the College store.
- Responsible for the general over site of the contracts for food service, grounds maintenance, and janitorial services.
- Coordinate preparation and issuance of payroll checks for all College employees and required employee insurance, retirement, annuity, social security, federal income tax, and worker’s compensation reports.
- Bill and collect all funds due the College as grant awards under various state and federal categorical grant programs and tuition assistance programs in which the College participates.
- Cooperate with the Registrar as well as instructional administrators in planning and conducting student registration.
- Coordinate institutional fiscal and management services.
- Supervise the inventory of College facilities.
- Determine needs and ensure optimum distribution of workload involved in maintenance of physical plant, grounds, transportation, and inventory of equipment.
- Make recommendations to the College President on improvements of physical plant.
- Compile and distribute periodic reports to state agencies, examining boards, and accrediting associations.
- Coordinate effective public information activities regarding the instructional phase of the College in cooperation with public relations officer.
- Assist the College President at his/her request.

Minimum Position Requirements:

- Bachelor's degree with at least 5 years experience directly related to the duties and responsibilities specified. Master’s degree with Certified Public Accounting license preferred.

Knowledge, Skills, and Abilities Required:
• Strong interpersonal and communication skills.
• Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
• Ability to foster a cooperative work environment.
• Ability to analyze and assess training and development needs.
• Skill in budget preparation.
• Employee development and performance management skills.
• Skill developing performance management systems.
• Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
• Knowledge of alternative dispute resolution processes.
• Skill in developing and conducting employee information/orientation sessions.

Physical Demands and Work Environment:

• Work is normally performed in a typical interior/office work environment.
• No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
• No or very limited exposure to physical risk.