**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, 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 polices in force.
- 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.