

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Vice President of Fiscal Services	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Fiscal Services	<b>REPORTS TO:</b>	President
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**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.
- Responsible for the supervision and general over-site of the following departments: Business Office, Financial Aid, College Store, Maintenance & Operations, Information Technology and Campus Police.
- 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 property/casualty insurance policies and coordinates the renewal process.
- Prepare the annual operating budget.
- Prepare and provide information on financial planning and analysis as needed.
- Manage the College's program of funds investment.
- Responsible for the managers of the auxiliary enterprises including college store, 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.
- Serve as the liaison between the College and the College's 501(c)(3) Foundation. Prepare and provide the Foundation Board a variety of financial reports as required.
- Maintain an accurate system of records on all funds received and disbursed.
- Prepare financial reports required by the Board of Trustees, 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 contracts for vending, grounds maintenance, and janitorial services.
- Coordinate preparation and issuance of payroll 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.
- Determine needs and ensure optimum distribution of workload involved in maintenance of physical plant, grounds, transportation, and inventory of equipment.
- Compile and distribute periodic reports to state agencies, examining boards, and accrediting associations.
- Active in state or national Community College/University Business Officer organizations.
- Provides sound, ethical, and transparent fiscal planning, finance management, and budgetary processes that ensure long-term finance viability of the institution and meet current operational needs to create, sustain, and grow a vibrant learning community.
- Responsible for the development of the annual operating budget, long-term business plan, and finance forecasts in support of institutional revenue and expenditure guidelines for consideration by the President/CEO.
- Provides information and analysis for both short-and long-range planning and strategies including overseeing the capital financing program through direct involvement with the college finance advisor, bond counsel, and investment advisors.
- Responsible for preparation of periodic Board Finance reports and oversees preparation of the comprehensive annual Finance report in compliance with applicable governmental accounting and THECB rules, all reporting requirements to outside agencies as related to area of responsibilities.

- Recommends new or revised systems, methods, programs, and procedures to improve efficiency and effectiveness of the assigned divisional areas
- Assist the College President at his/her request.

**Minimum Position Requirements:**

- Bachelor's degree with at least 7 years' experience related to the duties and responsibilities specified required.
- Certified Public Accounting license and/or Master's degree in business administration, accounting, or finance required.
- Governmental accounting experience strongly preferred.
- Strong accounting background required with ability to organize, direct, implement, and administer a variety of projects; analyze problems, identify alternative solutions, and project consequences of proposed actions, and implement recommendations in support of the College's mission and goals.
- Knowledgeable of state and federal law applicable to college administration.
- Must have a strong commitment to shared governance that includes participation of the College's faculty, staff, and administration.

**Preferred Qualifications:**

- Highly effective public speaking, oral, and written communication skills with the ability to communicate accurate finance and other information with a wide range of stakeholders.
- Demonstrated proficiency in using finance systems and related technology.
- Must be detail-oriented, and possess excellent analytical reasoning and problem-solving skills

**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.
- Must demonstrate experience in utilizing business application software, including proficiency in EXCEL.
- 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.
- No or very limited exposure to physical risk.