POSITION DESCRIPTION
ADMINISTRATIVE PERSONNEL

Position Title: Vice President for Operations & Finance

Organizational Unit:	Reports to:	Revision Date:
Administration	President	July 2023

I. Narrative General Description

The Vice President is responsible to the President for the development and implementation of College fiscal policies, accounting procedures, internal control mechanism and financial systems on matters of financial planning, budget, cash control, investments, accounting, receivables, purchasing. The Vice President will also set operating policies, procedures, monitor work and evaluate results to ensure facilities, grounds and maintenance, contracted services, security, risk management and auxiliary enterprises are in line with the needs and mission of the College.

II. Functional Responsibilities

A. Interview and recommend appointment of staff members to those departments which are directly under supervision of this position.

B. Orient, develop, supervise and evaluate designated staff. Ensure that short term goals in area (s) of responsibility are developed and achieved.

C. Administer the compliance and functions of the areas of fiscal management, security, facilities, grounds, maintenance, and auxiliary operations of the College.

D. Responsible for planning, developing, organizing, implementation, direction and evaluation of the college's fiscal functions including the strategic as well as the day to day oversight of financial operations.

E. Supervise the budget requests and approvals with the President and Vice Presidents, set budget requirements. Prepare legal documents to put the budget in operation and to verify, during the year, that no violations occurred.

- Review all general, auxiliary and activity fund purchase requests for budget authority.
- Review college credit card activity monthly
- Review fuel card federal excise tax exemption monthly
- Develop revenue and expense budget by June and prepare information reports
- Advertise budget and Revenue Neutral Rate hearing information as required by state statute.
- Hold budget and Revenue Neutral Rate hearings as required by state statute,
- File certified budget with County Clerk, KBOR and Bond Holder by August 25

F. Establish financial policies, procedures, controls and reporting systems.

G. Ensure effective internal controls for legal and regulatory compliance for all accounting and financial reporting functions.

H. Evaluate and advise on levels of financial and legal risks during decision-making process with the administrative team, President and Board of Trustees.

I. Coordinate and work with Board of Trustees auditor to carry out legal requirements as set forth by State and Federal laws.

- Arrange for budget and fiscal operations audit in July, which includes the College Bookstore, Financial Aid and Foundation
- Audit completion date and file with KBOR by January 20th

- Audit file with US Department of Education, KBOR and Bond Holder by March 30th

J. Provide leadership in the development for the continuous evaluation of short and longterm strategic financial objectives.

K. Ensure credibility of the position by providing timely and accurate analysis of budgets, financial trends and forecasts in order to assist the Vice Presidents, President, and Board of Trustees in managing their responsibilities.

L. Establish credibility as an effective problem solver; working on innovative approaches and solutions so as to be viewed as approachable and as a mentor to people in financial and operational issues.

M. Evaluates and advise on the impact of long range planning, introduction of new programs/strategies and regulatory actions.

N. Directing all aspects of financial services, overseeing all transactions related to accounting, general ledger, receivables, payables, payroll, financial reporting, collections and budget management.

O. Maintain continuous lines of communication, keeping the President and Board of Trustees informed of all critical issues.

P. Serve as the Board Treasurer and coordinate the investment of idle funds and to set schedules and manage cash flow needs.

- Prepare monthly board reports
- Ensure monthly investment bank pledges are in place
- Sign purchasing and payroll checks
- Complete General and Auxiliary Fund deposits
- Receipt tax collection picked up at County Treasurer's Office
- Sept. 20: small prior year ad valorem
- Oct. 30: motor vehicle
- Dec. 30: motor vehicle
- Jan. 20: 45-50% current ad valorem
- Mar. 20: small current year ad valorem
- June 1 45-50% current ad valorem
- Dorm Bond and Gym Certificate of Participation principal payments due 10/1. Interest due 10/1 and 4/1

Q. Serve as liaison between contracted vendors and the College

R. Manage the college insurance policies and work with the insurance carrier to assure proper coverage of college property. Advise the President and Board of Trustees on matters of insurance coverage.

- Athletic Insurance Renews August 1
- Health Insurance (partial self-funded) renews November 1, HR Coordinates. College pays claims from Medical Benefits local account
- Facility, Liability, Auto and other Commercial renews February 1 S. Oversee business services including purchasing and property control.

T. Oversee the operation of the Transportation Department, which includes but is not limited to, vehicle usage, purchases, routine vehicle maintenance and upkeep, etc.

U. Supervise inventory and controls over all equipment owned by the college. Develop and implement a method of tracking and recording for an inventory system.

V. Oversee and/or develop, coordinate policies and procedures relative to institutional safety issues, health services provided to faculty, staff and students.

W. Ensure the college is providing housing that is safe, clean, adequate and conducive to living and learning.

X. Meet all legal requirements regarding purchasing.

Y. Approve all leases concerning facilities and equipment.

- Leases include College Foundation, equipment, facilities, software, phone, cable and internet services,

Z. Approve all "maintenance of equipment" contracts with outside groups.

AA. Approve and sign documentation for all contracted services with outside groups.

- Includes preventive maintenance, construction contractor and services
- Daily review on line maintenance requests and approve as needed BB. Approve the disposal of any assets as established by Board policy.
- Public auction, sealed bids, or through an online auction service CC. Ensure that all state and federal compliance and reporting issues are met.
- Annual safety, fire and security report specifically Clery Reporting due to Federal mid-October
- Deferred maintenance Tax Credit program requires Quarterly report filed with Kansas Department of Revenue. Annual debt payment ($112,000) due December 1. Annual report due to KBOR January 20.
- Federal Stimulus, State Stabilization Fund (ARRA-SFSE) report due to KBOR Quarterly, Annual report due March
- KACCBO Annual Survey Due January 20
- Review annual fire marshal inspection
- IPEDS due April
- Kansas Sales Tax Exemption renewal due Nov. 1st. Project Certificates updated as needed throughout the year.
- KBOR Facilities Report due July 15th

DD. Enhance, develop, recommend, implement and enforce policies and procedures which will improve the overall operation and effectiveness of those areas under direct supervision.

EE. Develops and oversees innovative initiatives to enhance internal efficiency and effectiveness while facilitating overall college operational programs.

FF. Supervise and oversee auxiliary enterprise services of the college such as the Bookstore, Eagle Security, Dorm Maintenance, Student Health Services, and Cafeteria Services.

GG. Oversee and supervise the development of policies and procedures that affect facilities, ADA compliance, buildings, code compliance, grounds, maintenance, housekeeping, security, risk management and vehicle fleet management/transportation.

HH. Submit an annual report to the President each year.

II. Meet attendance expectations as required for position.

JJ. Keep current in area(s) of responsibility.

KK. Performs other duties as may be assigned.

IV. Supervises the Following Staff

A. Associate Coordinator Business Services, Accounting
B. Associate Coordinator Business Services, Purchasing
C. Bookstore Manager
D. Director of Grounds
E. Transportation Department
F. Health Center Nurse
G. Director of Maintenance and Housekeeping
H. Contracted Auxiliary Service Providers

V. Required Knowledge, Skills, and Personal Qualifications

A. Excellent communication skills both oral and written.
B. An understanding of the mission and role of the comprehensive community college.

C. Ability to stimulate motivation, confidence, and enthusiasm in college employees.

D. Ability to establish an effective rapport with a cross section of institutional staff with varying personalities and backgrounds. E. Collaborative and collegial leadership style.

F. Ability to inspire and promote sound moral and ethical values.

G. Superior organizational skills and ability to prioritize.

H. Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.

I. High level of integrity and dependability with a strong sense of urgency and results-orientations.

J. Work experience that would give insight into accounting, finances and personnel.

K. Ability to manage multiple projects simultaneously with attention to detail, timelines and deadlines.

L. Ability to follow established policies and work independently.

M. Trustworthiness

V. Required Experience

A. A minimum of five years experience working in financial management with a government entity, municipality, or in an educational setting.

B. A minimum of three years experience working in an administrative capacity, preferably in a postsecondary institution.

C. Experience in the development, implementation, and evaluation of programs and organizational procedures.

VII. Required Educational Background

A Master's Degree in Business Administration or Finance is preferred. A bachelor degree is required from a regionally accredited institution of higher learning recognized by the US Department of Education. Professional certifications are recommended.

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION: The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.