

Seward County Community College
Structured Compensation - Job Description
VP of Finance And Operations

Data Year: 2018

Prepared On: 11/20/2018

Department:	Finance And Operations	Grade:	19
Reports To:	President	Classification:	Executive
Supervises Direct:	11	Supervises Indirect:	39
Approved By:	Dr. K. Trzaska	Effective Date:	02/24/2016
		Revised Date:	11/20/2018

Role:

The purpose of this role is to be an effective leader of the finance and accounting functions of the college. This involves engagement in planning, implementation and oversight of financial matters. The Vice President of Finance and Operations is a team oriented professional who openly models a commitment to the mission of SCCC.

Essential Functions & Responsibilities:

- E 50% Responsible for maintaining and enhancing the college's financial and accounting system controls and standards. Directs all financial activities and accounting practices for the School. Oversees the operations of the business office, including student billing, accounts receivable, accounts payable, purchasing, risk management, banking activities, payroll, human resources, and employee benefits programs.
- E 20% Oversees the capital planning efforts of the College. works in collaboration with the College President, the Director of Facilities, and the Chief Information Officer. Develops statistical reports on facility conditions and deferred maintenance as well as coordinates the ongoing development of our expenditures budget.
- E 10% Ensures compliance with all relevant federal statutes, regulations and policies related to our status as a community college. Ensures compliance state and local statutes and regulations.
- E 10% Manages preparation, presentation, and approval of the annual operating and capital expenditure budgets, to oversee the disbursement of funds and to report and provide cash flow information to College President and Board of Trustees. Provides input to long-range planning to establish and execute the long-term goals of the College.
- E 10% Performs other duties and responsibilities as assigned by the College President.

Performance Measurements:

1. Hire and supervise qualified staff, sufficient to meet daily financial and operational aspects of the college.
2. Utilize the institutional database system and provide technical assistance on appropriate system modules as required for the day-to-day functionality of the college.
3. To coordinate the institution's efforts to comply with the regulations implementing Title VI, Title VII, Title IX and Section 504.
4. Ensure the college is in compliance with federal, state, and local regulations regarding human resources and employment practices including payroll operations.

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5. Ensure the college's information technology system is current, operational, and meets the needs of the students, instruction, and public information expectations of the college.
6. To ensure the college physical plant and infrastructure are attractive, energy efficient, safe and in compliance with federal, state and local regulations.
7. Serve as the college's compliance officer for purposes of affirmative action, ADA, requests for public information and other state/federal/local regulations as assigned.
8. Keep the administrative team, the President, and the Board informed regarding key operating issues affecting the college.
9. Work with executive team in developing and implementing annual budget on a timely manner.
10. Manage the business financial operations of the college including Budget, Financial Aid, Accounts Receivables, Accounts Payables, and Student Services.

Knowledge and Skills:

- | | |
|----------------------|--|
| Experience | Experience with financial planning and strategy, strategic mapping, vision, quality management, promoting process improvement, forecasting, developing and overseeing complex budgets, impeccable financial skills, and dealing with complexity. Experience in higher education preferred. |
| Education | Master's degree in accounting, finance, or business administration is required. |
| Interpersonal Skills | Work involves extensive personal contact with members of the Board of Trustees, community leaders, business leaders, and internal managers. Motivating others or getting them to do things that they might not do otherwise is a key to success for incumbents in this position. External contacts are vital, not only for the success of the position, but the success of the goals of the college overall. |
| Other Skills | Knowledge:
Knowledge of business and management principles, strategic planning, and resource allocation.
Knowledge of supervisory and leadership techniques in areas like IT, Human resources, and building grounds and operations.
Knowledge of principles and procedures for personnel recruitment.

Skills:
Excellent communications skills to convey information effectively.
Excellent complex problem solving skills.
Excellent judgment and decision making skills.
Excellent critical thinking skills.
Proficient in word processing, spreadsheets and integrated database software.
Proficient in information research and retrieval technologies. |

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Abilities:

Ability to maintain integrity and confidentiality.

Ability to use logic and reasoning to identify strengths and weaknesses of approaches to problems.

Ability to consider the relative cost and benefits of potential actions.

Ability to identify complex problems, review related information, and develop options to implement solutions.

Ability to effectively perform the duties associated with this position.

Ability to motivate or influence others is a significant aspect of the position

Ability to understand and use diplomacy, trust, and interpersonal skills.

Ability to listen and understand information and ideas presented through spoken words and sentences.

Ability to communicate information and ideas orally and written clearly so others can understand.

Ability to apply general rules to specific problems to produce conflict resolutions.

Physical
Requirements

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 30 min at one time with a total of 8 hours

Standing for a period of 30 min at one time with a total of 1 hours

Walking for a period of 10 min at one time with a total of 2 hours

Lifting up to 5 lbs. frequently and up to 10 lbs. occasionally

Carrying up to 5 lbs. frequently and up to 10 lbs. occasionally

Repetitive Action: use of right and left hand for simple grasping and pushing and pulling

Use both feet for repetitive movements as in operational functions

Bending, squatting, and reaching above shoulder level occasionally

Keyboarding up to 5 hours daily

Drive a vehicle and be exposed to dust fumes and gases occasionally

Work Environment Normal office conditions and occasional overnight travel to attend training conferences or meetings.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

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Printed Employee Name

Date

Employee Signature