



**Position Title:** **VICE PRESIDENT FOR FINANCE AND CAMPUS OPERATIONS**

**Department:** Business Office

**Reports To:** Chief Operating Officer / Chief Financial Officer

**Classification/  
FLSA Status:** Level I (Exempt Administrative)

**Primary Function:** The vice president for finance and campus operations oversees the business office and auxiliary services of the college and assists the chief operating officer / chief financial officer in gathering, reporting and analyzing data to optimize the college's business decision making.

**Key Responsibilities:**

1. To plan, prepare and present interim financial statements on a quarterly basis to the chief operating officer/ chief financial officer (COO/CFO)
2. To plan, prepare and present all financial reports as requested by the CCE, SACSCOC, National Center for Education Statistics, and other requesting organizations (IPEDS Data Collections, Forms 5a & 5b of the CCE ICAR, etc.)
3. To assist the COO/CFO in planning, coordinating, reporting and implementing the annual budget
4. To assist the COO/CFO in preparing all financial, assets protection and budgeting monitoring reports required by board governance policies
5. To coordinate with the college's independent auditing firm in completion of the annual Title IV financial aid and financial audits
6. To supervise and provide technical assistance to the accounting manager

7. Responsible for providing leadership, direction, and financial oversight for the following auxiliary service units: the College Bookstore, Mailroom, Facilities, Security and Food Services
8. Oversee and coordinate comprehensive facilities planning, including the development and implementation of the facilities master plan for the Boiling Springs campus and any additional locations.
9. To manage all financial records in accordance with IRS regulations
10. To manage all records in accordance with the SC Department of Revenue
11. To assist in the supervision of all the college's physical assets
12. To provide oversight to the IT Department and work with the COO/CFO and IT Department to develop systems for gathering, analyzing and reporting data for business decision making
13. To work with the COO/CFO to develop and implement internal audit procedures
14. To supervise requests of funds from the Department of Education and preparation of all financial reports requested by the USDE (FISAP)
15. To serve as backup to the COO/CFO in his/her absence
16. To assume such other duties as assigned by the COO/CFO
17. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel
18. Participate in the annual Lyceum program

**Basic Knowledge and Skills:**

1. Bachelor's degree in accounting or related field required
2. Thorough knowledge of accounting principles and practices
3. Minimum 5 years previous related experience
4. Excellent communication and organizational skills
5. A clean criminal record and exceptional work history
6. Ability to manage confidential materials in an appropriate manner

7. Advanced knowledge of Office and Accounting software

**Preferred Knowledge and Skills:**

CPA license

MBA

Direct knowledge of Great Plains accounting software

**Physical demands and work environment:**

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

**Mental Stresses:** Multi-task demands

**Work environment:** While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

**Access to Protected Health Information (PHI) Related to the Group Health Benefit Plan**

The above responsibilities require that this position have access to PHI.

Training on what PHI is and how to handle it in a confidential manner is required.

**General sign-off:** The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

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Signature:

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Date: