

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Vice President of Fiscal Services	FLSA status:	Exempt
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DEPARTMENT:	Fiscal Services	REPORTS TO:	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.
- 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, 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 food service, 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.
- 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 related to the duties and responsibilities specified and Certified Public Accounting license required. Governmental accounting experience 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.