

# POSITION VACANCY ANNOUNCEMENT

**POSITION TITLE:** Vice President of Fiscal Services

**LOCATION:** Panola College, Carthage Campus

**EMPLOYMENT TERM:** Full-time, 12-month position

**BEGINNING DATE:** Negotiable

**DESCRIPTION:** The Vice President of Fiscal Services reports directly to the President and is the chief financial officer. This position holds membership in the College's Executive Council.

**RESPONSIBILITIES:** Provide leadership, planning, and management in the areas of business office, investments, financial planning and analysis, financial aid, college store, maintenance & operations, campus police, grant funding, facilities planning, business and auxiliary services, and administer the fiscal aspects of the endowment funds of the College; develop and review procedures to assure sound financial operations; supervise renovation and construction projects; oversee development and preparation of annual operating budget; oversee investments and serve as Investment Officer; manage the competitive bidding function and the risk management functions of the College; prepare and present fiscal reports to the President, Board of Trustees, and agencies as required; maintain budgetary control within the policies and procedures set forth by the President and governing board. Additional information may be found at <https://www.panola.edu/humanresources>

**QUALIFICATIONS:** Bachelor's degree with at least 7 years' experience directly related to the duties and responsibilities specified required. Certified Public Accountant and/or Master's Degree in business administration, accounting, or finance required. Governmental accounting experience strongly preferred. A strong accounting background required. 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. Must demonstrate experience in utilizing business application software, including proficiency in EXCEL. Must be able to communicate effectively – orally and in writing. 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.

**COMPENSATION:** The salary offered will be commensurate with educational background and work experience.

**BENEFITS:** Group Health and Life Insurance, Educational Retirement, Social Security, Optional – Disability, Additional Life, AD&D, and Dental Insurance. 60-day waiting period on health coverage.

**CLOSING DATE:** Review of applicants not assured after March 31, 2025. Position is open until filled.

**\*\*Must pass a pre-employment criminal background and credit check.\*\***

**APPLICATION PROCEDURE:** To be fully considered, applicants should secure an **application** and submit with **cover letter, complete resume, official transcripts, certifications, and three letters of recommendation** to:

Jeremy Dorman - Director of Human Resources  
Panola College, 1109 West Panola Street, Carthage, Texas 75633  
903-693-2021 or [jdorman@panola.edu](mailto:jdorman@panola.edu)

Additional information on application procedures and this position's job description may be found on the Human Resources page of the College's web site at [www.panola.edu/humanresources](http://www.panola.edu/humanresources).

**Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, genetic information, or disability.**