



Assistant Vice President for Business and Financial Services Business and Financial Services

BFS/1

JOB SUMMARY

This position assists in directs the college's business and financial service operations.

MAJOR DUTIES

- Prepares the annual financial report.
- Prepares the budgetary compliance report.
- Supervises the budget preparation and amendment process.
- Supervises Darton College Foundation accounting.
- Supervises the reconciliation of accounts.
- Supervises the review of accounts for purchasing.
- Directs special projects as assigned by the Vice President.
- Serves on assigned college committees.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Board of Regents policies and procedures.
- Knowledge of State of Georgia budgetary policies.
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of state and national issues related to higher education.
- Knowledge of budget development and management principles.
- Knowledge of supervisory principles and practices.
- Skill in the delegation of responsibility and authority.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Vice President for Fiscal Affairs assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Board of Regents Business Procedures Manual, Governmental Accounting Standards Board guidelines, Generally Accepted Accounting Principles, College Foundation Board guidelines, and college policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Strict regulations and the need for accuracy contribute to the complexity of the position.

- The purpose of this position is to direct the college's business and financial services operations. Success in this position contributes to the efficiency and effectiveness of college financial operations and ensures compliance with all relevant regulations, policies and procedures.

CONTACTS

- Contacts are typically with co-workers, other college employees, vendors, peers at other colleges and universities, the news media, elected and appointed officials, University System of Georgia representatives, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Business Services Manager (1), Accountant (1), Accountant – Student Accounts (1), Accounting Clerk (1) and Accounts Payable Clerk (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain State of Georgia certification as a Certified Public Accountant.