



## Vice President for Fiscal Affairs

Fiscal Affairs

FAFF/1

### **JOB SUMMARY**

This position directs the college's fiscal operations as well as its plant operations, information technology, public safety, and human resources functions.

### **MAJOR DUTIES**

- Advises the President and cabinet on financial and budgetary matters; participates in the development and implementation of strategic long-term plans.
- Directs the development and management of the college budget; ensures that resources are properly allocated to enable the college to attain its goals; prioritizes needs to fit allocated resources.
- Directs the college's public safety, plant operations, human resources, and information technology functions.
- Implements and monitors fiscal policies and procedures; ensures institutional compliance with various laws, rules and regulations.
- Leads strategic planning efforts for the Fiscal Affairs division; integrates technology in daily practices to increase operational efficiency.
- Develops a leadership team that promotes innovation, accountability and excellence consistent with the strategic goals.
- Provides the college with business and financial leadership and counsel.
- Serves as the college's liaison to the University System of Georgia for all financial matters.
- Represents the college to external constituents.
- 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 President assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

## **GUIDELINES**

Guidelines include the Board of Regents Business Procedures Manual; the Board of Regents Personnel Manual, State Attorney General's Office guidelines, state legislative mandates, College Foundation Board guidelines, and college policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops division guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management and supervisory duties. The variety of operations to be managed contributes to the complexity of the position.
- The purpose of this position is to direct the college's fiscal affairs operations. Success in this position contributes to the successful achievement of college goals.

## **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 or while intermittently standing, stooping, or walking.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Assistant Vice President for Business and Financial Services (1), Plant Operations Director (1), Chief Technology Officer (1), Chief of Police (1), Director of Human Resources (1) and Executive Assistant to the Vice President for Fiscal Affairs (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.