Job Description: Vice President for Finance

The Vice President for Finance shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the President or as designated by the President.

Qualifications:
This position requires a) a Master’s degree in accounting, business administration or a related field from a regionally accredited institution of higher learning or 2) a Certified Professional Accountant (CPA) certificate and be in good standing. This position requires a minimum of five years’ experience in business administration and/or finance, strong leadership and management skills, excellent communication skills, an ability to understand and implement federal, state, and local government regulations and policies, and knowledge of business and accounting principles. Experience in higher education, secondary education, or not-for-profit experience is preferred.

Description:
This position serves as the Chief Financial Officer (CFO) of the College. As CFO, this position provides financial expertise, coordinates and oversees all business and financial activities, and assists in strategic planning to advance the mission of the College. This is a full-time, salaried exempt position, covered by the Public School Retirement System (PSRS).

The Vice President for Finance shall:

1. Serve as Treasurer of the Board of Trustees;
2. Sign checks as approved by the Board;
3. Assume primary responsibility for the College’s financial accounting and reporting function;
4. Assume primary responsibility for management of College cash and investments according to College investment policy;
5. Be responsible to the President of the College for all contracts, reports and other documents pertinent to the financial affairs of the College;
6. Prepare financial analysis, projections, and develop other financial reports to support the needs of the College;
7. Supervise the functions and activities of the Activity Center, Business and Accounting Services, Financial Aid, Institutional Services, Human Resources/Payroll, Bookstore and Cafeteria;
8. Direct and coordinate preparation and administration of an annual budget and mid-year revised budget;
9. Assume primary responsibility for the preparation of monthly and annual financial statements of cash receipts and disbursements for the President of the College and the various state and federal reports;
10. Prepare a comprehensive annual report for publication covering the fiscal year’s financial activities;
11. Assume primary responsibility for financial compliance with regulations and policies of applicable Federal and State entities and College Policy;
12. Coordinate and supervise the audits of the district;
13. Be bonded according to law and be fully responsible to maintain personnel bond coverage;
14. Assume primary responsibility for compliance with College bid policy;
15. Work with College legal representatives as directed by the President;
16. Serve as the College’s risk management officer and assume primary responsibility for all College insurance coverage;
17. Actively participates in strategic planning initiatives of the College;
18. Serve on the President’s Council;
19. Perform other duties as assigned by the President.