



Associate Vice President for Business Affairs

(Draft – subject to revision)

Department: Business Office

FLSA Status: Exempt

Grade/Level: N/A

Work Schedule: M-F; 8:30 a.m. – 5:00 p.m.; 12 month.

Job Status: 1.0 FTE

Reports To: Vice President for Business Affairs

Amount of Travel Required: up to 5 percent

Positions Supervised: Business Office Manager, Controller; Investment and Loan Accountant, Purchasing Representative

POSITION SUMMARY:

Manages the College's accounting and financial reporting system, collection of revenues, and the custody and disbursement of funds. Prepares budget, performs budgetary and or financial modeling and analysis, oversees and or prepares college financials and related reports.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s)

Prepares revenue forecasts and consults with budget officers concerning their areas of responsibility.

Prepares the annual and interim financial statements of the college.

Prepares the annual budget in collaboration with the Senior Leadership of the College.

Performs budget modeling and analysis.

Ensures the accuracy of accounting records of the college and maintains compliance with generally accepted accounting principles and or policies.

Ensures compliance with all regulatory and funding agencies and the rules of accrediting bodies by monitoring operations, programs, and physical properties, and initiates change where required.

Advises the Vice President of Business Affairs on all matters affecting financial reporting, auditing, treasury and purchasing.

Serves as the primary liaison for, and manages all aspects of, the College's annual year-end audit and audit schedule, and ensures audit stays on track, apprising Vice President of Business Affairs of any issues.

Carries out supervisory responsibilities in accordance with the college's policies and applicable laws to include, but not limited to: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Other Job Function Statement(s)

Ensures that college goods and services are effectively and efficiently procured, and that the Purchasing Department utilizes the best practices of strategic sourcing.

Allocates all college assets.

Performs duties as the authorized signer for the college's financial transactions.

Other duties as assigned.

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Undergraduate degree from an accredited institution. Five years' experience in a supervisory financial role in a mission-based organization. Knowledge of federal, state, and or other accounting/financial regulations or standards affecting higher education.

SKILLS (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must:

- utilize Microsoft Office (Word, Excel, Access, Outlook, PowerPoint) or appropriate alternative software to the extent required to effectively perform the essential functions;
- exhibit strong collaborative and organizational skills;
- communicate effectively and regularly using a variety of styles and techniques appropriate to the audience;
- effectively lead and supervise subordinates.

ABILITIES (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must have the ability to:

- appreciate and understand a faith-based foundation and community;
- work evenings and weekends;
- effectively under pressure while maintaining a professional demeanor;
- maintain confidentiality regarding sensitive matters;
- work with all levels of staff, faculty and third parties in a collegial and effective manner;
- provide oversight for financial planning through a disciplined budget process and financial modeling through collaboration with the senior leadership team;
- meet all financial reporting requirements for the institution including preparation of annual financial reports for external auditors;
- make sound decisions and develop effective solutions to business problems;

- self-direct and self-start while effectively working under minimal supervision;
- demonstrate enthusiasm and commitment to the goals of the college;
- accomplish goals and tasks through others by delegation, follow up, and oversight;
- exude confidence and optimism and to quickly recover from setbacks or disappointments;
- model high standards of honesty, integrity, trust, and ethical behavior.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) **N/A**

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to perform the essential functions of the job and are formally reviewed during the annual performance evaluation process.)

The following must be demonstrated at a fully acceptable level.

- Leadership Skills - Displays effectiveness in communication, motivation, and directing others' work.
- Planning Skills - Plans and organizes work effectively by setting goals, prioritizing tasks, and evaluating progress.
- Fiscal Management - Demonstrates sound fiscal oversight through budgeting, managing accounts, and controlling expenses.
- Cooperation with individuals supervised - Listens to suggestions or complaints, displays sensitivity, and is approachable by subordinates.
- Conflict Resolution Skills - Exhibits skill in addressing and resolving workplace conflicts.
- Mentoring Skills - Encourages and coaches staff in a positive manner and fosters staff development.
- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.
- Teamwork - Works effectively with other employees, e.g., other managers or supervisors.

PHYSICAL REQUIREMENTS:

The following represent the physical requirements of the essential job functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT:

Typical office environment.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Executive Signature: _____ Date: _____