

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2021**

**VICE PRESIDENT OF FINANCE AND ADMINISTRATION**

**FLSA STATUS: EXEMPT – PAY GRADE: N/A – A**

**JOB FAMILY: SENIOR ADMINISTRATION    JOB FUNCTION: EXECUTIVE MANAGEMENT**

**GENERAL STATEMENT OF JOB**

The Vice President of Finance and Administration provides executive level leadership, direction, guidance and policy formation for the designated areas of finance, human resource operations information technology, purchasing, business and auxiliary services, facilities, employee relations and risk management. This person is also responsible for developing standards, policies and procedures relating to each business area and working strategically to ensure continuous improvement, efficiency and cost effective operation of all college business functions. The Vice President of Finance and Administration serves at a senior executive level and is a member of the College President's senior leadership team in support of all areas of fiscal and administrative services of the College. The Vice President of Finance and Administration represents the College President at various community, civic, educational, and governmental meetings and conferences as requested.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Provide executive leadership and accountability for designated Finance and Administration areas to include the planning, organizing and directing of operations in the areas of: human resource management; risk management for staff and students; financial services, budget planning and execution; cash management and portfolio management, information technology systems, purchasing and auxiliary services, and facilities management. Ensure all efforts are in accordance with College rules, policies and procedures as well as State and Federal laws.

Ensure financial compliance, accounting standards, instructional accreditation standards and relevant certifications are maintained, and that financial integrity and internal controls support timely and effective decision-making.

Formulate, recommend, evaluate and administer Board Rules and administrative policies and procedures as required to maintain efficient and effective management that is in compliance with State Board of Education Rules, Florida Statutes and applicable Federal regulations.

Develop and implement College system personnel long and short-term goals and plans consistent with mission and goals of the College.

Lead staff that negotiate all College collective bargaining agreements, as well as provide oversight and leadership to ensure activities in contract administration are adhered to by College staff who administer all aspects of the agreement.

Oversee the evaluation and monitoring of all risk management and safety functions for efficiency and compliance with established State, Federal and College rules, regulations and guidelines while reflecting best practices of the market.

Lead the development of college-wide processes for the purchase and receipt of goods and services and auxiliary services, as well as facilities construction, acquisition and property management in compliance with all applicable laws, statutes, and regulations.

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Lead, guide and provide oversight of the College's fiscal affairs with the College President and Cabinet, including financial reporting to the Board of Trustees to ensure integrity of the College's fiscal status.

Provide executive level leadership and vision for innovative technology initiatives college-wide that best serves and supports the College mission effectively and with the greatest efficiency as possible.

Coordinate overall planning and management initiatives in conjunction with other college administrative officials of the college.

Provide active participation in professional, civic, and educational organizations, agencies, and activities which benefit the College and community.

Represents the College President at functions and activities, as requested.

Performs related duties, as required.

### **ADDITIONAL KNOWLEDGE, SKILLS and ABILITIES**

The Vice President of Finance and Administration should have knowledge of College programs, policies and operations including; higher education budgeting processes; financing, investments; business management; organizational principles and techniques, general education and business and employment law.

The Vice President of Finance and Administration should have knowledge of: related business management and controlling principles and practices; budget research and planning; human resources, facilities; information technology and accounting techniques; inventory; purchasing; stores; communication services; insurance; salary and benefits administration; payroll; accounts receivable/payable and cashing.

Excellent human relations and communications skills are essential along with skills in the area of technology. This position requires the leader to be able to analyze and interpret all business related data and reports; write clearly and concisely, speak to groups and media, articulate the College work environment function independently and work in a team environment.

### **SUPERVISION RECEIVED**

Supervision is received from the College President.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff that includes the: Executive Director Budget & Auxiliary Services; Chief Human Resource Officer; Chief Information Technology Officer, Associate Vice President of Finance, Associate Vice President of Facilities, Executive Director Risk Management and Director Security.

### **MINIMUM QUALIFICATIONS**

Requires a Master's Degree in either Business Administration, Finance or Higher Education Administration from a regionally accredited institution and ten (10) years of related experience.

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### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, tests, documents, etc. Requires the ability to prepare correspondence, reports, forms, records, files, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Requires the ability to communicate effectively with co-workers, staff, students and the public.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: July 1, 2014, Revised 1/28/21