CAPE FEAR COMMUNITY COLLEGE

VICE PRESIDENT OF BUSINESS SERVICES

DEFINITION

To plan, direct, and manage the financial activities and operations of the College including preparing for the annual financial audit, overseeing budget preparation, inventory control, computer services, and all other monitoring and internal control functions; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex administrative advice and support to the President.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the President.

Exercises direct supervision over supervisory, professional, technical, and clerical staff.
Coordinates with Executive Vice President for delivery of financial and support services for effective college operations.

ESSENTIAL AND OTHER IMPORTANT FUNCTION STATEMENTS—Essential and other important responsibilities and duties may include, but are not limited to, the following:

**Essential Functions:**

Oversee the organization, staffing, and activities for the College financial operations, financial planning, budgeting, financial audits, inventory control, computer services, and internal auditing.

Develop, plan, implement, and administer goals, objectives, policies, and priorities for College financial operations, inventory control, and computer services; planning activities; identify resource needs; and recommend and implement policies and procedures.

Develop and direct the work plan for all College financial operations, inventory control, and computer services; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Oversee financial activities with those of other divisions and outside agencies and organizations; provide advice and administrative support to the President; and prepare and present staff reports and other necessary correspondence.

Select, train, motivate, and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures.

Coordinate and oversee the annual financial audit; serve as primary resource person for auditors queries; make adjusting entries as appropriate; maintain proper financial records, internal controls
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Essential Functions (continued):

and accounting procedures; and adhere to generally accepted accounting principles and practices.

Direct and coordinate cost accounting functions including the preparation of financial statements and associated notes, and the reconciling, balancing, and auditing of accounts; and correct accounting errors as required.

Execute end-of-year accounting test procedures, accruals, and reversals prior to closing.

Prepare a variety of financial reports, including budget allocation and status reports, revenue, expenditure, and related fiscal reports.

Oversee and conduct a variety of cash control activities including preparation of quarterly cash certification requests and administering dunning procedures pursuant to collecting returned checks.

Monitor various accounts by computer data base system; prepare periodic computer generated reports.

Perform quality control checks on all aspects of financial operations; review check registers for unusual entries; review the daily receipts analysis for accuracy; and audit receipts with bank deposit totals to ensure correct balance. Oversee and monitor all financial transactions.

Oversee, maintain, plan, and review all financial transactions and records for Cape Fear Community College Foundation; prepare foundation financial reports; and provide information and consultation services as appropriate.

Participate in the development, administration, monitoring, and control of the College and departmental budgets; forecast funds needed for staffing, equipment materials, and supplies; direct the monitoring of and approval of expenditures; and recommend adjustments as necessary.

Oversee the development of State, County, and Institutional budgets; create, monitor, and control all processes and systems designed to facilitate budget development.

Develop, coordinate and implement financial processes to create, monitor, and control capital projects including the development of project cost, funding options and requests, cash flow requirements, review and approval of the invoices for payment, and financial close-out reports; develop various reports on financial processes.

Provide comprehensive and complex financial planning for the College; develop and maintain financial planning records, transactions, and reports; and monitor and control county and institutional checking accounts including reconciliations, disbursements, and related reports.
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Essential Functions (continued):

Monitor various accounts by computer data base system; review periodic computer generated reports.

Provide professional expertise on College Financial Planning matters to the President, administrators, faculty, and staff.

Monitor Federal and private student financial aid programs.

Maintain and disburse various accounting codes for staff use.

Provide professional expertise on College financial matters to the President, administrators, faculty, and staff.

Other Important Functions:

Answer questions about College and campus fiscal policies and procedures and provide accurate and current fiscal information to administrators and faculty; investigate complaints, and recommend corrective action as necessary to resolve complaints.

Attend professional group meetings; stay abreast of new trends and innovations in the field of finance; and attend the Community College Financial Conference.

Provide staff assistance to various boards and committees; attend various meetings regarding administrative and staff related topics.

Assist with a variety of administrative and support activities for the College finance function.

Perform related duties and responsibilities, as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of comprehensive financial programs.

Advanced principles and practices of financial planning, accounting, and auditing.

Advanced principles and practices of financial record keeping and report preparation.

Financial practices and procedures related to the College Foundation.
**Knowledge of (continued):**

Methods and procedures in computer software applications including spreadsheet and database application.

Pertinent Federal, State and local laws, codes, and regulations.

Generally accepted accounting principles and practices.

Modern office procedures, methods, and computer equipment.

Advanced mathematical principles.

Principles and practice of budget preparation and administration.

**Ability to:**

Develop, interpret, and apply College fiscal policies, procedures, rules, and regulations.

Manage and coordinate the work of professional, technical, and clerical personnel.

Interpret and explain College financial policies and procedures.

Organize, direct, and implement comprehensive financial activities and operations.

Interpret and apply Federal, State, and local policies, procedures, laws, and regulations relating to financial accounting and budgeting procedures.

Monitor, review, and prepare a variety of complex computerized financial statements and reports.

Prepare and administer College budgets including those involving State, County, and Institutional resources.

Select, supervise, train, and evaluate assigned staff.

Prepare clear and concise reports.

Maintain effective audio-visual discrimination and perception needed for:

< making observations
< communicating with others
< reading and writing
< effectively working with numbers and performing complex computations
< operating assigned equipment.

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**Ability to (continued):**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

< sitting for extended periods of time  
< operating assigned equipment

Maintain mental capacity which allows the capability of:

< making sound decisions and using good judgment  
< demonstrating intellectual capabilities  
< working with numbers continually  
< reviewing various alternatives and making appropriate choices

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including a variety of colleges and other governmental officials, community groups, and the general public.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities in qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Four years of increasingly responsible experience in accounting or general finance, including two years of administrative and supervisory responsibility.

**Training:**

Equivalent to a bachelor’s degree from an accredited college or university with major course work in accounting, finance, or a related field.