



JOB DESCRIPTION

POSITION TITLE: Assistant Vice President – Budget and Auxiliary Operations

REPORTS TO: Vice President and Chief Financial Officer

PRIMARY FUNCTION:

The Assistant Vice President - Budgets and Auxiliary Operations has primary responsibilities for development and implementation of the College's operating and capital budgets, including preparing revenue and expense projections, monitoring the budget, and making recommendations to the Vice President and/or the President's Leadership Team regarding budget issues. The Assistant Vice President also has primary responsibility for auxiliary services/enterprises and related budgetary and business operational services.

AREAS OF RESPONSIBILITY:

1. Coordinate the development, implementation and administration of all aspects of the College's operating and capital budgets including:
 - a. Preparing revenue projection estimates for net tuition, room and board, endowment, and auxiliaries.
 - b. Monitoring all funds expenditures against budget projections; developing strategies to address budget issues with appropriate campus department heads; monitoring and maintaining institutional contingency funds.
 - c. Reviewing and processing budget transfer and changes, and reconciling budget allocations as applicable.
 - d. Communicates with and advises the vice president, directors, department chairs and budget supervisors in budget matters including projections, budget reallocations, budget surplus and/or shortfalls with appropriate strategies to address issues.
2. Supervise auxiliary enterprises ensuring auxiliary policies and initiatives that exemplify high customer service standards, that units are professionally managed, meet customer needs and support the College's strategic goals in a cost-effective and self-sustaining manner.
 - a. Provides leadership to auxiliary department managers regarding topics including, but not limited to, strategic planning, outreach, resource management, business practices and continuous improvement assessment of the units' operations. Identifies and recommends operational changes as required to maintain quality, safety, efficiency, and high levels of service.
 - b. Prepares and analyzes reports relative to the financial and operating performance of auxiliary operations.
3. Prepares analyses, reports, and compiles data to support university decision making; determines financial impact of policies and plan initiatives.
4. Assists with the development of, and ensure compliance with academic, administrative and fiscal policies and procedures. Implements fiscal policies related to budget and auxiliary operations development and management.
5. Represents the Finance Unit at meetings and provides service on committees as needed.
6. Coordinates and maintains standards of excellence for services.
7. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Directly supervises the Bookstore Director, Print Center staff, Post Office staff, and Conferences, Camps, & Events Director.

CONTACTS: President, Vice Presidents, Department Chairs, Directors, Board of Regents, Finance Office, auditors, and external constituents.

EDUCATION: **Essential:** Bachelor's degree in business, accounting, or related field.
 Desirable: Master's degree and/or CPA

EXPERIENCE: **Essential:** Eight years' progressive experience in the operation of business, financial affairs and budget preparations. Three years of supervisory experience in a related field.
 Desirable: Experience working in higher education.

KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated knowledge and full understanding of Generally Accepted Accounting Principles (GAAP).
- Advanced working knowledge of budget & finance systems in both non-profit and for-profit settings.
- Advanced working knowledge and application skills in effective use of business application programs, budget preparation applications and financial MIS accounting application systems.
- Knowledge of fiscal management principles and procedures as applied to revenue-generating efforts.
- Possession of high professional standards and a personal code of ethics characterized by honesty, integrity, openness, and fairness.
- Strong leadership and administrative experience including planning, budgeting, resource management, marketing and project management.
- Strong analytical and critical thinking, problem recognition and resolution skills.
- Ability to develop effective relationships with campus departments and expand collaborations when appropriate
- Ability to work on multiple projects simultaneously and work well under limited time constraints.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff.

PREREQUISITE(S): Background check and credit check

WORKING ENVIRONMENT: Typical office environment

WORK SCHEDULE: FTE: 1.0
Term: 12 months

APPROVAL: Janet Hanson, CFO
DATE: May 2014