



Position Title:	Senior Vice-Provost/CFO		
Reports To:	College Provost		
Department:	Office of Business Affairs	Job Code:	0005-00E
Prepared By/Date:	Jennifer C. Brito/02-25-2004	Job Group:	PEC
Approved By/Date:	Rolando Montoya/07-01-2009	Salary Grade:	23
Revised:	Jennifer C. Brito/05-13-2009	FLSA Status:	Exempt

Summary:

Serves as the Chief Financial Officer and maintains overall administrative and fiduciary responsibility for general institutional services and management of business and financial activities.

Essential Duties and Responsibilities:

- Provides administrative leadership and operational oversight for Budget, Accounting, Purchasing, Payroll, Treasury and Investment Management, Risk Management, Student Financial Services, Business Affairs, Information Systems and Auxiliary Services
- Administers and manages all business and fiscal services of the College, including oversight of the College's Endowment
- Coordinates business and finance functions with Federal, State, and Local agencies as required by the College President
- Advises the College President in shaping the institutional fiscal policies and planning, management, and long-range strategic efforts
- Works with Foundation officers and directors to appropriately address college-wide financial needs
- Directs the operations and staffing of the Office of Business Affairs
- Plans, develops and implements the division's budget within State and College fiscal guidelines
- Participates as a member on the College's management team that works together to integrate educational, fiscal, technological, facilities and personnel planning to ensure achievement of the College's vision and mission
- Works with Campus Presidents and other staff to assure college-wide institutional needs are met
- Promotes an environment supportive of the College mission and vision, student-centered services and teaching excellence
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of accounting, payroll, budget analysis, purchasing contracts and grants, physical plant, and personnel administration
- Knowledge of basic principles of investments and fiscal management practice
- Knowledge of college educational philosophy and top management administrative practices and procedures
- Knowledge of the goals, objectives, structure and operations of major educational institutions
- Knowledge of college policies and procedures
- Knowledge of technological systems as they apply to instructional, administrative, and workplace needs
- Strategic planning skills to effect change in a multi-cultural environment
- Skill in employee development and performance management
- Strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to make long-range plans and policy decisions relative to the financial and physical

growth of the College

- Ability to develop and interpret financial data/plans and manage resources
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with college standards and guidelines
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty and staff
- Ability to speak effectively to employees, faculty, staff and community groups

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree in Business Administration, Accounting, Finance, Management, or related field and a minimum of eight (8) years of senior level management experience; combination public/private sector experience essential.
- Proven leadership and record of accomplishment of success in a complex, competitive public and or/private environment.
- Proven managerial skills for supervision of professional staff.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name