

JOB TITLE: EXECUTIVE DIRECTOR OF FINANCE

CLASSIFICATION: E-3

REPORTS TO: CAMPUS DEAN

SUPERVISION GIVEN:

Directly supervises the positions of accounts receivable clerk/bookstore supervisor, accounts payable clerk, and business office clerk/Madison, business office clerk/Lawrenceburg, and computer terminal operator plus part-time business office employees as applicable.

GENERAL PURPOSE AND SCOPE OF POSITION:

Under direction of the Campus Dean and/or Chancellor, direct, supervise and maintain the general accounting systems and procedures. This position is directly responsible for supervising the accounts payable and accounts receivable clerks and assistant clerks. Supervises the maintenance and control of the revolving fund account.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- ◆ Establishes a system for the financial operation of the Region within the framework prescribed by Central Office and other regulatory agencies
- ◆ Directs all Regional Business Office functions including budgeting, purchasing, accounts payable, accounts receivable, payroll and bookstore
- ◆ Participates in the development of biennial budget requests and annual operating requests
- ◆ Manages the collection, safeguarding, accounting, and distribution of all funds
- ◆ Prepares and administers the annual budget at the discretion of the Chancellor
- ◆ Directs purchasing activities ensuring compliance with State and College policies on advertising, bidding, and awarding of contracts
- ◆ Provides Chancellor and other personnel answers to questions relating to region's business and computing affairs
- ◆ Directs all bookstore operations including preparation of financial statements
- ◆ Supervises management of regional payroll duties including payroll creation, check distribution, and distribution of accounting charges
- ◆ Assists in preparation of the annual Foundation budget of the region
- ◆ Assists the Chancellor, Campus Deans, and Directors of Human Resources in determining annual salary increases and approval of Position Request Forms
- ◆ Prepares monthly and annual financial management reports
- ◆ Coordinate Regional activity with internal and external audits pertaining to finance.
- ◆ Prepares responses to Audit reports

- ◆ Directs the processing of all Regional travel reporting in conformity with State and College travel guidelines
- ◆ Directs the reconciliation and proper maintenance of the Regional revolving fund account and the petty cash fund accounts
- ◆ Serve as fiscal agent for all Regional contract agreements
- ◆ Directs and administers facility and R & R projects and new construction projects
- ◆ Coordinates fiscal year end processing and new fiscal year opening
- ◆ Coordinates with Dean of Academic Affairs and Data Technician to ensure reliable and current computer services
- ◆ Develops and administers a program for purchase of all supplies, materials, and equipment
- ◆ Employs, trains and evaluates business office personnel
- ◆ Provide input in bidding and selection of regional vending services
- ◆ Responsible for accurate and timely input of time and effort reporting into HRS
- ◆ Monitors departmental expenditures to insure budget control
- ◆ Attend all Executive Director of Business Affairs meetings and other meetings as necessary
- ◆ The above list should not be construed as an exhaustive list. Other duties logically associated with the position may be assigned

EDUCATION AND EXPERIENCE:

Bachelors Degree in a business discipline or public administration required, related Masters degree, CPA, or CMA preferred. Prefer supervisory experience. Experience in positions of accounts payable and accounts receivable in a college setting preferred.

_____ Reviewed by Employee	_____ Date
_____ Approved by Supervisor	_____ Date
_____ Approved by Campus Dean	_____ Date
_____ Approved by Human Resources	_____ Date