

Position Summary:

Provides leadership in all aspects of accounting, general ledger, special projects, financial analysis and fiscal management. Administers college-wide accounting and financial service functions in an efficient manner that will ensure timely reporting of accurate data. Additional responsibilities include planning, organizing, directing staff, and controlling all phases of Accounting, Financial and Fiscal reporting, Student Accounting, Grants Reporting and Financial Compliance, Accounts Payable, Purchasing, Travel and Auxiliary Services of the College.

Typical Essential Duties

- Evaluates, formulates, recommends, and administers Board Rules related to functions stated herein;
- Serves as advisor to the President, Vice President of Administration, Finance & Technology and other college leaders in developing and implementing the financial plan for achieving the mission, strategic directions and institutional objectives of the college;
- Assumes duties and responsibilities of the Vice President of Administration, Finance & Technology in the areas of financial accountability, as required;
- Oversees the development and analysis of all college financial reports and recommends actions based on trends and forecasts;
- Prepares and/or is responsible for financial reports, including special reports, required by The Florida College System;
- Coordinates financial audits from state, Federal or other external entities, and coordinates management responses and corrective actions to audit reports and findings working closely with the President, Vice President of Administration, Finance & Technology and other staff;
- Responsible for the coordination and accuracy of the college's accounting operations;
- Provides, improves, and maintains controls for all college accounting functions;
- Designs and develops controls and procedures to ensure that the functionality and internal controls needed by the College are incorporated within to promote efficient and effective operations;
- Directs the banking and cash management functions, the disbursement of student financial aid, and provides process management direction to the campus business offices;
- Coordinates accounting and reporting systems with Information Systems staff for the college, including providing functional support of system implementation and testing;
- Communicates effectively, verbally and in writing with students, faculty, staff, administrators, other institutional peers and non-campus customers to build consensus, explain financial and related information, resolve issues and ensure positive public relations with stakeholders;
- Oversees procurement of products, materials, services and supplies;
- Oversees college's auxiliary services including a Facilities Rental Program for revenue generation to assist the college's bottom line.

This classification is responsible for providing complex and senior level direction to the activities of an assigned administrative related department or program. Incumbents work in an administrative related department or function which enables the College to function fiscally, operationally, or administratively. Incumbents will develop strategies to accomplish College-wide goals, implement policies and procedures, and develop and monitor an assigned budget. Incumbents perform management level work for their assigned departments or functions, only performing analysis or professional level work if necessary.

Compensation: \$107,009.85 - \$133,762.31

Requirements: Education:

Bachelor's degree in Accounting, Business or Finance, with specialized courses and major in related field to assigned area. Master's degree in Accounting, Business or Finance, or Florida Certified Public Accountant (CPA) is preferred.

Experience:

Five (5) years of top level administrative experience in accounting, auditing, or comparable major field of study, including full accounting and reporting responsibilities. Supervisory accounting experience. Public or private auditing experience desirable. Experience with and exposure to enterprise (ERP) computer financial systems.

* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

Knowledge:

- Accounting and auditing systems and procedures;
- Financial and accounting theories, principles and techniques;
- Cash flow management;
- Knowledge of and the ability to design, implement, and test computerized accounting systems;
- Higher education fund accounting;
- Governmental Accounting Standards Board's (GASB) Governmental and Financial Reporting Standards;
- Leadership principles (expert level);
- Program development and administration principles and practices at a College-wide level;
- Higher education administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Budgeting principles;
- Strategic planning principles;
- Policy and procedure development practices.

Skills:

- Analyze data and arrive at sound conclusions;
- Proficient with enterprise software applications as well as desktop software applications;
- Providing leadership to lower level staff;
- Delegating and prioritizing work;
- Setting goals;
- Developing and implementing strategies;
- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Planning, coordinating, and implementing college-wide components and activities;
- Developing and administering budgets;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing academic and/or administrative projects, programs, and processes for areas of improvement;
- Using a computer and related software applications;
- Verbal and written communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Poten Frequ
1.	Provides leadership in the design, implementation and assessment of strategies, objectives, policies and activities of an assigned administrative related department or program, which includes developing, approving, planning, coordinating, administering, and evaluating programs, projects, processes, policies, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and local laws, regulations, codes, and/or standards and grant regulations.	Dail 40%
2.	Directs staff, which includes effectively communicating; prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary decisions.	Dail 25%
3.	Develops and oversees multiple budgets and grants; allocates resources; reviews and approves justifications for budget items; directs the monitoring and control of expenditures.	Dail 20%
4.	Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the department at campus meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies.	Dail 15%
5.	Performs other duties of a similar nature or level.	As Req

Equal Access/Equal Opportunity

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact Pamela Smith, the director of EA/EO/Title IX Coordinator at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eao_director@spcollege.edu.