

Position Summary:

The Associate Vice President, Budgeting is a member of the College's Division of Finance & Business Operations' team, and serves as the college's budgeting expert. Incumbent directs and supervises the planning and budget functions of the college in accordance with applicable laws, regulations, rules and procedures.

Typical Essential Duties

- Coordinates and implements the College's Strategic Budget Planning and Assessment process;
- Provides leadership in financial planning, forecasting, projections, cost analysis, and budgeting for the College;
- Assists in the preparation of short and long term financial plans for the College;
- Ensures that financial and budgetary perspective is considered in all strategic, operational and policy issues;
- Analyzes financial data and makes recommendations to enhance business processes and profitability;
- Plans/conducts operational compliance audits;
- Plans/conducts college-wide risk assessment reviews;
- Participates in external sponsor inspections and/or audits related to financial compliance;
- Evaluates and monitors financial reports to ensure effectiveness and financial compliance for federally funded research. Monitors and audits commercially sponsored educational grants for potential financial conflict of interest;
- Responds promptly to detected deficiencies, develops corrective action and reports any deficiencies through established channels;
- Investigates reported violations and ensures proper reporting of violations to duly authorized enforcement agencies as appropriate;
- Plans/directs contract administration and other compliance reviews, analyzes/interprets results;
- Develops action plans for strengthening or correcting departmental compliance as necessary, and verifies implementation of action plans through subsequent review;
- Works with the Board of Trustees, President, Vice Presidents and General Counsel on the development, evaluation, revision and interpretation of policies to ensure that policies are current and relevant, and to provide a framework for appropriate action by all employees, and representatives of the District;
- Performs monthly presentations to the Board of Trustees in regards to budget related issues;
- Provides management with key business recommendations based on quantitative and qualitative data and use of functional expertise;
- Maintains and controls Budget Planning and Financial Analysis systems;
- Develops and maintains key performance indicators/business measures for assigned areas;
- Keeps current on laws and regulations on areas of responsibilities and establishes procedures to accomplish the requirements

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 Administration or Finance, with specialized courses and major in a related field to assigned area.

Experience:

Five (5) years of top-level administrative experience in accounting, auditing, or comparable major field of study, including full accounting and reporting responsibilities including analysis, research, planning/managing complex projects, and audit coordination. Experience in a higher education setting preferred. Experience with and exposure to computer accounting 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.
- 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:

- Design, implement, and test computerized accounting systems.
- 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, goals, policies, objectives and activities of an assigned administrative related department or program, which includes developing, approving, planning, coordinating, administering, and evaluating programs, projects, processes, policies procedures, 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 prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that 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 eaao_director@spcollege.edu.