



Job Title: Vice President of Finance and Business Operations

JOB DESCRIPTION

Department: President Office

Pay Grade: 125

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position supports the College's mission through effective leadership and the development of an aligned budget. This leader is responsible for analysis, planning of College finances, management of organizational fiscal health, business operations, auxiliary enterprises, facilities and property, risk management, and safety/security and advises the College President and Board of Trustees on strategy and operational priorities. This position serves as the chief financial and business operations officer; provides leadership and oversight for various departments and functions including: budgeting/finance analysis and planning (including organizational fiscal health); business data management; risk management; facilities and property; auxiliary enterprises; and safety and security.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Advises the President on the financial impact of long range financial and organizational planning and serves with Senior Leadership on President's Cabinet.
- Serves as chief financial and business operations officer.
- Oversees assigned area(s) and personnel.
- Manages the preparation of all financial reports, outlooks and forecasts.
- Coordinates financial audits and provides recommendations for procedural improvements.
- Develops and oversees the management of financial policies, systems and operations that adhere to state and federal regulations; aligns to the College's strategic initiatives; and finds innovative ways to leverage resources in support of the College's mission
- Develops strategic partnerships and enterprises to enhance revenue generation within the mission of the College, including oversight of auxiliary enterprises, public-private partnerships, and other business models.
- Supervises leaders responsible for budget planning, development and monitoring services, finance and accounting services, purchasing services, payroll services, student accounting services, auxiliary services, informational technology infrastructure, technology support services, enterprise resource planning (ERP) systems, facilities

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planning and construction services, facilities maintenance services, custodial services, and environmental health and safety services; in addition, supports, mentors, and encourages the development and professional growth of those leaders and staff within the departments.

- Provides leadership and guidance regarding the development and implementation of capital planning and operations projects.
- Oversees maintenance of proper inventory, security and insurance of the physical assets of the College.
- Ensures compliance with appropriate laws and regulations; monitors legislative process; and determines financial impact of proposed legislation.
- Serves as management liaison to the Board of Trustees.
- Performs risk assessment in the area of Finance, Facilities, Construction and College operations.
- Provides oversight for the purchase and acquisition of College property, construction projects, and renovation projects.
- Ensures contracts are issued in accordance with state and federal guidelines.
- Ensures purchase of materials and services are done in accordance with state bid law requirements.
- Oversees the fiscal management of contracts.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Master's degree related to finance and business operations leadership; ten (10) years of related administrative work experience including five (5) years of senior-level administrative experience in related areas and five (5) years of personnel management experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of project management;
- Principles of leadership, organization and management;
- Principles and practices of financial management;
- Principles and practices of personnel management;
- Principles and techniques of management analysis and program evaluation; and
- Legislative and administrative processes.

Skills in:

- Negotiating;
- Using Word, Excel, and PowerPoint at a proficient level;
- Preparing clear, concise, logical, and effective oral and written reports and presentations;
- Communicating effectively with faculty, staff, students, civic and other groups, and the general public; and
- Exercising tact, originality, and resourcefulness.

Ability to:

- Effectively work with other senior level executives at SPC in support of student instruction and strategic initiatives;
- Establish and maintain effective relationships with the business community and governmental and public sector agencies;
- Select, develop, and supervise assigned staff;
- Apply a high level of sound, independent judgement in the solution of complex business problems;

- Relate business knowledge to the needs and characteristics of a collegiate environment;
- Plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints; and
- Manage change and sensitive topics.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

Due to the scope of responsibility of this position, may be required to work hours other than the regular schedule including nights and weekends.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

St. Petersburg College has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date