



UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

Human Resources

Job Description – Vice Chancellor for Finance

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Vice Chancellor for Finance

Job Title ID:	#####
Job Series/Job FAMILY:	
FLSA Status:	Exempt
Career Band/Level Pay:	Administrator 4/999
Range	Grant Funded? No
Supervisory?	Yes
Critical Classification?	No
Reports To:	COLLEGE CHANCELLOR
Unit:	Finance

General Statement of Job

The Vice Chancellor for Finance reports to the College Chancellor and oversees the college business and other institutional support functions to include budget, procurement and materials' management, cash management, business policies, payroll, general accounting, grants' accounting, risk management, and serves as a liaison for bookstore matters. This position ensures that business transactions adhere to college policies, state and federal policies, and regulations.

Description of Duties and Responsibilities

Essential duties and responsibilities include the following. Other duties may be assigned.

1. Manages the daily financial activities, which may include budget preparation and control, accounting, and purchasing.
2. Ensure that all purchasing and replacement of equipment and vehicles are consistent with state purchasing laws and regulations.
3. Manage cash, cash-related receipts, accounts receivables and credit collections' functions, ensuring timely processing of billings, payments, and collection of revenue.
4. Establishes and implements short and long-range goals and objectives, policies, and operating procedures.
5. Coordinates the final aspects of grant proposals and contracts including budget development, methods of finance, and other funding requirements.
6. Prepare budget requests, annual operating budget and biennial legislative budget requests and budget revisions as necessary.
7. Represent the college or designate another to represent college during legislative budget hearings and during legislative subcommittee meeting when the college has an agenda item.
8. Provides supervision in the processing of payrolls and the maintenance of employee records.
9. Maintains records on purchase of equipment, library holdings, and other capital outlays.
10. Supervise and oversee the supervision of assigned personnel, which includes work allocation, training and problem resolution, evaluates performance, make recommendations for personnel actions; and motivate employees to achieve peak productivity.
11. Represent the college on the Board of the Arkansas Higher Education Consortium.
12. Reviews and analyzes major contract obligations, such as construction and professional services' contracts by preparing method of finance, request for proposals, and request for qualifications, professional services' contracts, other construction related documents for Arkansas Building Authority and the Department of Finance and Administration.
13. Coordinates the preparation of reports concerning revenue, disbursements, information reports for management, and state and federal reporting.
14. Prepare quarterly financial reports to the Board of Trustees.
15. Prepare Annual Financial Reports.
16. Submit monthly, quarterly, or annual reports on state and federal grants.
17. Reconcile and submit W-2 reports through the SSA Bulletin Board or through the Internet.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Understanding of demographics affecting higher education and ability to articulate challenges and opportunities before the community college.
- Understanding of traditionally under-served and at-risk student populations.
- Knowledge of instructional pedagogies, learning styles, and current research.
- Knowledge of Continuous Quality Improvement (CQI)
- Knowledge of strategic planning; accreditation requirements; and federal higher education regulations.
- Understanding of technologies for enhancement of teaching and learning.
- Knowledge and commitment to institutional, state, and national research regarding student success.
- Understanding of current higher education issues, trends and future conversations.
- Ability to make difficult decisions in a timely, thoughtful, evidence-based manner.
- Ability to think strategically and prioritize effectively; and
- Strong communication and interpersonal skills, and a high level of professional integrity.
- Maintaining confidentiality of work related information and materials.
- Ability to articulate community college vision, mission, and philosophy.
- Working effectively with diverse internal and external constituencies to achieve the mission of the College.
- Effective interpersonal, verbal, and written communication skills.
- Fostering collaboration and innovation in instructional design and delivery.
- Strategic planning, research, and evaluation.
- Multi-tasking.

Supervisory Responsibilities

- Manages three subordinate supervisors, who supervise a total of 16 employees in the Procurement, Inventory Control/Shipping and Business Office.
- Responsible for the overall direction, coordination, and evaluation in these units.
- Directly supervises four non-supervisory employees.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities also include interviewing, hiring and training employees, planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Technology Skills

- Proficiency in institutional data, standard office software applications, standard telecommunications/personal assistance devices, and technology/multi-media presentation software.
- Proficiency with data analysis and literacy.

Required Education

- A Master's Degree in business administration or related field; plus, ten years' experience in higher education accounting. A knowledge of governmental accounting standards related to accounting for colleges and universities required.

Special Requirements

Licenses/Certifications; Other

- CPA License Preferred
- Valid Arkansas' Driver's License and reliable transportation for district-wide travel.

Working Conditions

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Safety

- Provide resources for safe operation of units. Create and support workplace safety.
- Have experience in and lead college emergency preparedness.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. UA - PTC reserves the right to add, change, amend, or delete portions of this job description at any time, with notice to the employee. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by UA - PTC as its discretion to enable individuals with disabilities to perform the essential functions.

Required Leadership Competencies

TEAMWORK/PROFESSIONALISM

- Collaborates effectively with colleagues and external constituencies.
- Seeks appropriate input from respective staffs.
- Enables the conditions for colleagues to work effectively and with each other as necessary and appropriate.
- Considerate toward students, the public and colleagues.
- Maintains the dignity of others.
- Fairly considers feedback; and gives feedback that is constructive and tactful.
- Understands how to effectively question, critique, and/or oppose matters with which they may disagree, without undermining core mission objectives, or individual dignity, and to encourage individual expression and group collaboration to advance goals of all.
- Confirms information through a process of due diligence.
- Listens and seeks to understand the position and rationale of others.

COMMUNICATIONS

- Informal Communication – Listen and converse effectively in informal settings with colleagues.
- Written Communication – Clearly express ideas and/or information in written form such as memos, letters, reports, emails, etc. This includes using appropriate grammar, punctuation, and effective organization of content as to clearly convey the message without misinterpretation of content or intent.
- Verbal Presentations – Effectively expressing oneself when making prepared presentations or speeches.

MANAGEMENT

- Uses appropriate leadership styles and methods in guiding others to accomplish team, unit, and college goals.

- Guides and directs others in the accomplishment of individual, team, unit and college goals, but also nurtures and encourages the exercise of individual influence with staff under their supervision so as to consider, analyze, understand and plan for work issues affecting the individual, team, unit, and college.
- Delegates work in a fair and balanced manner; garners feedback and monitors progress of work as to ensure effective work progression and successful completion.
- Assures that their obligations and those of assigned staff are being effectively and fully discharged. And in that, effectively address opportunities for improvement; and resolutions of problems or issues. Similarly, address success and quality jobs performed by assigned staff.



UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

Employment Opportunities

Job Vacancy Announcement

Vice Chancellor for Finance

UA - Pulaski Technical College in North Little Rock, Arkansas is currently accepting applications for the College's Chief Fiscal Officer.

GENERAL RESPONSIBILITIES: (full job description included)

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MINIMUM QUALIFICATIONS:

Master's Degree in business administration or related field; plus, ten years' experience in higher education accounting. A knowledge of governmental accounting standards related to accounting for colleges and universities required.

DESIRABLE QUALIFICATIONS:

CPA License Preferred

DEADLINE: Open until filled

APPLICATION PROCEDURES:

For full consideration, candidates should submit an application, a letter detailing interest, qualifications, resume, transcripts, and the names, addresses, phone numbers of (5) references.

Remit to: Office of Human Resources, UA – Pulaski Technical College, 3000 West Scenic Drive, North Little Rock, AR 72118

http://www.uaptc.edu/human_resources/employment-opportunities

AA/EOE