

**TITLE:** Vice President for Fiscal Affairs  
**DEPARTMENT/DIVISION:** Fiscal Affairs  
**DATE PREPARED:** December 7, 2017  
**REPORTS TO:** President  
**CLASSIFICATION:** Administration

**POSITION SUMMARY:**

The Vice President for Fiscal Affairs of Seminole State College serves as the Chief Fiscal Officer and reports directly to the President. The VPFA is responsible for: development of budget guidelines; development and administration of internal financial policies and procedures; financial planning for the College; staffing Fiscal Affairs; coordination of capital projects; revenue bond activities; oversight of risk management, records, management, and insurance programs; human resource management, and the Bookstore.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Represents Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- Upholds the Mission Statement: Seminole State College empowers people for academic success, personal development and lifelong learning.
- Performs job duties utilizing SSC's core values: Compassion, Opportunity, Respect and Excellence.
- Handles confidential information with tact and discretion.
- Responsible for all business and financial matters of the college.
- Exercises authority over the business and accounting office.
- Exercises authority over the bookstore.
- Works closely with the President to keep the college financially solvent and legal in operations.
- Prepares the annual budget with the assistance of the President and other administrative staff.
- Supervises the budget during each fiscal year and make appropriate adjustments as needed with consent of the President.
- Ensures that college financial records are properly maintained in accordance with state guidelines and ready for audit at end of the fiscal year.
- Assists the President in the planning and development of the college by providing financial advisement.
- Assumes responsibility for all financial reports required by the State of Oklahoma, the federal government, and other interested parties.
- Ensures that fiscal affairs and bookstore staff are well trained in their job positions and are service oriented towards students, faculty, and staff.
- Exercises general supervision for the business office, accounting operations, and bookstore operations on campus.
- Provides leadership in arranging for professional development opportunities for fiscal affairs and bookstore staff.

- Continues professional development by attending seminars, workshops, and professional meetings.
- Serves as a member of the Administrative Council and work closely with the other vice presidents and the president in college affairs.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Demonstrated community involvement.
- Professional involvement in state, regional and national organizations.
- Other duties as assigned by supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- **Knowledge:** Master's Degree from an accredited college or university with emphasis in accounting, business administration, financial management or related fields, OR a Bachelor's Degree, CPA certificate AND at least five years of experience in financial management. Demonstrated commitment to academic excellence, understanding and appreciation of the role and mission of a two-year college, strong understanding of the financial statement, auditing, business operations and the State of Oklahoma Higher Education system.
- **Skills:** Highly developed skills in written and oral communication, human relations, and creative problem solving. Knowledge of principles and practices of community college business administration, community college finance, automated financial systems, accounting, budgeting, audits, and financial operations other codes related to community colleges and sound risk management practices.
- **Abilities:** Ability to relate to and effectively communicates with the community, administrators, faculty, staff, students, and the Board of Trustees.

Applications will be accepted until the position is filled; however, for best consideration applications should be made by **January 4, 2018**. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance and life insurance equivalent to two times the annual salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment.

To apply, please send letter of application; copies of all academic transcripts, and current resume' with names and phone numbers of at least five current professional references to: Office of the President, Seminole State College, P. O. Box 351, Seminole, OK 74818-0351.

***SSC is an AA/EEO employer committed to multicultural diversity.***

***SSC participates in E-verify.***

***Posted December 7, 2017***