

# Chattahoochee Valley Community College

## Job Description Chief Financial Officer

Employee Name: Brenda Kelley  
Date Employed: August 31, 1995  
Date of New Title/Position: April 1, 2011  
Employment Status: Non-Probationary  
Department: Business Office  
Location: Wallace Hall  
Supervisory Responsibility: Fourteen full-time employees  
Reports to: President

FLSA Status: Exempt

### SUMMARY

Under the direction of the President, the employee is responsible for overseeing the business functions, as well as the Information Systems and Facilities and Maintenance services, of the college. The employee serves as the Chief Financial Officer of the college, supervising the payroll accounting functions, the fiscal management of federal grants, the college's payables and receivables, the college's purchasing and bid procedures, the college's joint relationship with Troy University (bookstore, library, concurrent student billing), and the college's financial aid payables. The employee also oversees the Information Systems function of the college, supervising the Director and staff responsible for providing training and technical assistance to the campus and retrieving data in support of the reporting function of the college. The employee also supervises the activities of employees engaged in maintaining and repairing physical structures of buildings and maintaining grounds, property inventory, campus communications, campus security, and risk management.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Regular and predictable attendance.
2. Serves as Chief Financial Officer.
3. Supervises all personnel in and all aspects of campus business operations.
4. Supervises all personnel in the Information Systems and the Auxiliary Services departments, defining and communicating the scope of authority and responsibility of directors and staff.
5. Implements the performance appraisal process and completes performance appraisals for staff and directors.
6. Responsible for ensuring the implementation of new financial regulations, laws, guidelines, and changes in policies and procedures as directed by applicable regulatory agencies such as the State Board of Education, the Chancellor's Office, the Departments of Education and Finance, the State Examiners of Public Accounts, the IRS, the U.S. Department of Education, the GAAP Board, and the NACUBO Board.
7. Directs the development and timely preparation of the College's annual budget by coordinating campus involvement in the preparation of the departmental budgets as recommended by SACS, reviewing and summarizing requested departmental expenditures and projected College revenues, and submitting the College budget to the State Board of Education for approval.
8. Analyzes and monitors the College's budget to actual year's revenues and expenditures; keeps administration abreast of the campus' budget status throughout the fiscal year.
9. Works with and provides technical assistance to budget coordinators in the management of their annual departmental budgets.
10. Responsible for the management of the College's departmental budget amendment approval process; ensures the timely submittal of the College's year-end budget amendment as needed to the State Board of Education for approval.

11. Directs, coordinates, and monitors the cash management of the College by overseeing the efficient collection, timely deposit, and accountability of all College funds, especially during the peak cash collection registration periods.
12. Oversees month-end cash reconciliation services for all college bank accounts.
13. Serves as the College's representative in conducting banking transactions for the College; responsible for the evaluation of the banking services provided by the College.
14. Provides College cash flow forecasting analysis services.
15. Responsible for the management and accountability of the College's investment accounts in the effort to invest the College's excess temporary working capital for short- and long-term periods for the purpose of producing investment income.
16. Revises, directs and manages the College's purchasing procedures to ensure proper administrative authorizations are received and budget dollars are available prior to any departmental purchases.
17. Ensures campus purchasing procedures comply with all State laws and regulations, as well as policies of the State Board of Education, and that adequate accountability exists for all College purchases; oversees the college's bid procedures.
18. Supervises PSCA purchasing transactions.
19. Oversees the control and management of campus stationary and office supply inventories.
20. Directs and coordinates the review of outstanding student receivables at semester end and the removal or unpaid students from class rolls by the end of the drop/add period.
21. Supervises the quarterly billing and posting of all receivables due to the College, and the monthly reconciliation of subsidiary receivable balances to the general ledger.
22. Oversees the collection of student return checks to include coordinating the processing of uncollectible receivable amounts through the Bad Check Unit of Russell County.
23. Supervises the College student tuition and fee refund approval process in accordance with State Board Policy.
24. Directs the timely payment and automated booking of all payable functions of the College.
25. Directs the internal control and the cross training procedures to ensure all Business Office functions are properly processed and documented to support all aspects of the College's accounting functions.
26. Provides oversight for the billing and receivables functions with Troy University that includes the bookstore and concurrent enrollment.
27. Serves as a member on the executive committee as requested, including for all applicable joint ventures and contracts.
28. Maintains accounting records according to the Alabama College System's Chart of Accounts.
29. Supervises the management and accuracy of the College's general ledger by providing monthly and year-end reconciliations and closeout procedures to ensure accurate and timely accounting records.
30. Provides monthly and yearly administrative reports on the current financial status of the College.
31. Serves as the College representative responsible for overseeing all external financial audits of the College to include meeting auditors' data requests and answering their questions and inquiries.
32. Supervises the ordering, receipting, distributing, refunding and repayment, accounting, and reporting of all Title IV and restricted funds.
33. Oversees the quarterly reconciliation of Title IV and general ledger accounts with the Financial Aid Office's student reports in order to meet annual audit compliance.
34. Manages and reviews the college accounting system by providing monthly and annual reconciliations and close-out procedures to ensure accurate and auditable accounting records.
35. Prepares and submits the college's annual financial statements as required by the Department of Postsecondary Education and the Alabama Department of Examiners of Public Accounts.
36. Develops, implements, and evaluates annual planning objectives for the functional unit.
37. Assists as co-chair for the development of the annual campus operations calendar.
38. Performs other duties as assigned.

## **OTHER DUTIES AND RESPONSIBILITIES**

1. Adhere to all policies and procedures set forth by the College.
2. Maintain confidentiality of identified sensitive information and of departmental information.
3. Remain current in and enhance professional knowledge and skills through professional development and continuing education.
4. Interact with and serve diverse student and employee populations in a courteous and friendly manner.
5. Adhere to College standards of professionalism and confidentiality, including courteous and friendly interaction with other CVCC employees.
6. Maintain appropriate work hours as outlined in State and College policies and assigned by supervisor.
7. Recruit potential students, both traditional and nontraditional, to the College, and assist in retention efforts.
8. Represent the institution in a positive manner.
9. Participate in advance registration, regular registration, and schedule adjustment as assigned.
10. Serve on committees as assigned.
11. Participate in graduation.
12. Participate in the College's planning process.

## **SUPERVISORY RESPONSIBILITIES**

Seven (7) full-time Business Office, five (5) Facilities and Maintenance, and two (2) Information Systems employees. Oversight of temporary hourly employees and/or work-study students.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **MINIMUM EDUCATION and/or EXPERIENCE**

B.S. degree with a major in accounting from a regionally accredited university required; certified public accountant (CPA) licensure required. Five years of progressively responsible experience in governmental accounting. In-depth knowledge of NACUBO standards and Title IV Financial Aid regulations. Internal auditing experience. Significant experience with computer automated accounting system.

## **LANGUAGE SKILLS**

Ability to read, speak and understand oral and written information in English. Ability to read, analyze, and interpret incoming and inter-office information. Ability to effectively respond to questions from supervisors, faculty, staff, students and the general public. Effective oral and written communication skills; proficiency in the English language.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, fractions, and decimals.

## **REASONING ABILITY**

Ability to carry out instructions furnished in written, oral, or diagram form.

## **OTHER SKILLS AND ABILITIES**

Ability to supervise personnel. Ability to operate a computer, work with various software, and maintain familiarity with Alliant software requirements. Ability to operate a telephone, a copy machine, a fax machine, and a computer. Ability to complete an assigned task in a safe manner and in a constant state of alertness. Must understand and follow all safety rules. Ability to work a flexible, nonstandard work week.

## **LICENSES or CERTIFICATIONS**

Valid driver's license. The employee will, on occasion, be required to drive an automobile or other state vehicle in order to carry out the duties of the position. Driving a state-owned vehicle requires a valid driver's license.

## **WORKING CONDITIONS**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

The employee will work inside in an office environment. The employee must follow all safety requirements carefully.

**Hazards:** None known. However, the employee may occasionally be required to enter construction areas or other areas undergoing maintenance, or be exposed to moving mechanical parts, electrical equipment, etc.

**Personal Protective Equipment:** The employee is generally not required to wear personal safety equipment. However, when in construction areas, areas under maintenance, or where there is work near moving mechanical parts, electrical equipment, etc., the employee must follow all safety requirements carefully and wear personal safety equipment as needed, including safety goggles, gloves, ear plugs, face mask, hard hat, etc.

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to touch, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.