

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Auxiliary Operations

GRADE

5

PAGE

Page 1 of 2

ORGANIZATIONAL UNIT

Finance & Administration

REPORT TOVice President of
Finance & Administration**APPROVED BY**Board of Trustees
January 17, 2024**SUMMARY:**

The Director of Auxiliary Operations (DOAR) will be a strategic partner to the Vice President for Finance & Administration. The DOAR will provide operational leadership and administrative oversight of the auxiliary operations of the College, including the TC3 Foundation and its subsidiaries: Coltivare, TC3 Farm, Residence Halls, and the extension centers in Ithaca and Cortland, in support of the mission of the College and success of students. The DOAR is responsible for the operational activities and financial and administrative reporting for all Foundation activities. The DOAR ensures that comprehensive policies, procedures, and controls are in place and maintained. In consultation with the Vice President for Finance & Administration, the DOAR is responsible for the financial analysis, reporting, forecasting, budget preparation, and annual audit functions for the TC3 Foundation, TC3 Bistro, and TC3 Farm in conjunction with the outside auditing firm.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists the Vice President of Finance & Administration in providing general leadership in the administration of operational and fiscal matters for all aspects of the Foundation and its subsidiaries. Works directly with the Vice President of Finance & Administration to develop and implement financial and operational policies and procedures in areas of audit, governance, and regulatory compliance.
2. Provides oversight of the monthly financial operations to ensure the proper recording and reporting of all operations, transactions, and assets and liabilities of the Foundation and its subsidiaries in accordance with generally accepted accounting practices.
3. Identifies and manages workflow and process improvements within the Foundation and its subsidiaries and works with others to coordinate the smooth implementation of agreed-upon procedures.
4. Reviews, identifies opportunities, and manages the Foundation's information technology systems and reporting. Works closely with the College's IT department on selecting and implementing new systems and upgrades or enhancements to existing systems.
5. Assists the Vice President of Finance & Administration with third-party reporting requirements.
6. Administers contracts and works with contractors and other personnel to provide oversight of properties, including rental and lease agreements with third parties. Serves as the primary contact for extension center lease agreements.
7. Provides regular reviews and best practice updates to internal control systems for the Foundation and its subsidiaries.
8. Effectively manages the endowments and cash flow needs of the Foundation and its subsidiaries.
9. Manages insurance matters, including the review and renewal of insurance policies. Responsible for the negotiation and resolution of claims processing and risk management analysis.
10. Reviews, updates, and ensures compliance with all safety regulations and protocols for all auxiliary units. Works in coordination with appropriate personnel to address, mitigate, and report on required activities.
11. In collaboration with College personnel, including Facilities, Campus Technology, and Student Services, assess the Foundation and its subsidiary facilities and operational needs and recommend pricing structures for the College's residential students.

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5

PAGE

Page 2 of 2

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12. Collaborates with the appropriate personnel to prepare annual operating budget requests to be presented to the Vice President of Finance & Administration as part of the College's budget process and timeline. Maintains budgetary and fiscal controls and prepares complex financial analysis and budgetary forecasts to ensure alignment with strategic and educational goals.
13. Ensures proper human resource practices by recommending hiring, disciplinary, and other performance-related actions. Ensures all personnel matters are in accordance with federal, state, and local Equal Opportunity/Affirmative Action Laws, other applicable regulations, and collective bargaining agreements.
14. Works with the Vice President of Finance & Administration and the TC3 Foundation Executive Director to coordinate needs and materials for Foundation Board and Committee meetings. Attends Foundation Committee and Board meetings as required.
15. Ensures proper reporting and adherence to donor funds intent and establishes procedures and other best practices to provide regular reporting updates to the Foundation Executive Director.
16. Assists the Finance Office with annual external audits.
17. Assists the Vice President of Finance & Administration with other job-related assignments, projects, and analysis, as required.

SUPERVISION:

Types Supervised (check each category):

_____ Classified Staff
_____ Administrative
_____ Faculty
_____ Adjunct Faculty
_____ Students

Indicate number in each category:

_____ # of Classified Staff
_____ # of Administrative
_____ # of Faculty
_____ # of Adjunct Faculty
_____ # of Students

MINIMUM QUALIFICATIONS:

- Bachelor's Degree, preferably in business administration or other related field, or a combination of education and related relevant experience.
- Five years of professional experience in supporting business operations.
- Experience in preparing and managing budgets and internal controls.
- Exceptional interpersonal skills and proven ability to build a rapport and constructive professional relationships.
- Strong written and verbal communication skills, with the ability to communicate effectively in a professional manner.
- Ability to handle multiple matters simultaneously with the ability to prioritize.
- Adaptability and resourcefulness in the navigation of a complex work environment.
- Project management skills and capacity to manage complex and related business operations and processes.
- Experience supervising, leading, and motivating staff to achieve established goals and objectives.

DESIRED QUALIFICATIONS:

- Eight years of professional experience in supporting business operations.

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5

PAGE

Page 3 of 2

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REPORT TO

Vice President of
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PHYSICAL SKILLS AND ABILITIES: