

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Vice President of Finance
& Administration

GRADE

M/C

PAGE

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ORGANIZATIONAL UNIT

Finance and Administration

REPORTS TO

President

APPROVED BY

Board of Trustees
March 16, 2023

SUMMARY

Serves as Chief Financial Officer, providing leadership and vision for the finance and administrative functions of the College, the Faculty Student Association (FSA) and the Foundation. Manages and directs a budget of approximately 33 million dollars, with a current surplus. Aligns the financials with business model(s) and assesses how changes in strengths, weakness opportunities and threats can affect those models in the future. Directs the planning, management, and evaluation of finance and current administrative functions to enhance student learning and success. Establishes and maintains internal controls to safeguard the assets of the College and its related organizations. Major functional areas reporting to the Vice President include: Budget and Finance, Facilities, the TC3 Bistro and the TC3 Farm.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensures the development and administration of an effective budget and finance program that includes comprehensive assessment of resource needs, allocation of available resources in alignment with College-wide goals, the proper safeguarding of assets, and compliance with relevant financial recording and reporting requirements.
2. Provides leadership and direction for all budget and finance functions including: purchasing, accounts payable, payroll, cash receipts, student accounts, restricted fund accounting, capital project accounting, budgeting, and general ledger for the College and its related organizations.
3. Develops and Administers College operating, Faculty Student Association Budget, Foundation operating and capital budgets: advises budget managers on the development and implementation of departmental budgets, advises College executive staff with the budget development process and resource allocation, and monitors departmental budgets and the use of financial resources.
4. Oversees the creation and implementation of annual operational plans for the division of the College, Faculty Student Association and Foundation. Guides the activities of the Administration and Finance leadership and assists key administrators in achieving priority institutional objectives, evaluates progress and goals as part of the annual report.
5. Ensures the development, implementation, and effective operation of a comprehensive facilities management program and facilities master plan for College and Foundation. Participates in capital planning, budgeting for construction, renovation, and capital equipment purchases. Provides leadership and vision to ensure facilities programs are designed to support and enhance student learning and success.
6. Serves as the primary contact for SUN, supporting county legislators, state and federal agencies in matters pertaining to College fiscal operations.

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7. Responsible for contract administration, insurance, audits, and policy matters for the College, Faculty Student Association and Foundation, along with its related entities regarding business transactions.
8. Responsible for grant administration; coordinates and collaborates with appropriate program delivery personnel and the senior leadership. Ensures efficient use of material resources for finance and administration by assessment needs, development of budget recommendations, and management of resources within the budgetary constraints imposed by the College.
9. Designs and implements a variety of financial analyses to support College operational decisions: current-year ongoing financial forecasting, long-term financial forecasting and budgeting, historical analysis of financial performance for the College as well as individual programs and initiatives, and other analyses as requested by internal or external sources.
10. Responsible for compliance with applicable laws and regulations, including the conduct of the College, College Foundation, and Faculty Student Association annual independent audits.
11. Maintains the expertise necessary to ensure that all financial accounting and reporting is conducted in compliance with FASB, GASB, and SUNY requirements through research and continuing professional education.
12. Manages cash flow for the College, FSA, and Foundation by managing the timing of purchasing, slowing accounts payable when necessary, negotiating favorable payment terms with vendors, increasing collection rates and negotiating prepayments with the sponsoring counties and/or State. Enhance the budgeting process and financial reporting by including cash flow projections.
13. Directs the staff and managers of Budget and Finance, Facilities, TC3 Bistro L.L.C., and TC3 L.L.C. Ensures effective use of human resources by recommending hiring, disciplinary, and other administrative actions together with the training, motivating, evaluating, and counseling assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment /Affirmative Action Law, other applicable laws, regulations, and collective bargaining agreements.

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14. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.
15. Represents the College in matters of finance and administration, interacting with local, state, and federal agencies. Reviews contracts for both internal and external services.
16. Assists the President with college-wide planning and resource allocation. Maintains enrollment projection model in collaboration with members of the senior leadership team.
17. Serves as one of the negotiators for the College during contract negotiations. Participates with the V.P. for Human Resources and other Administrative Council representatives in regular labor-management committee discussions in collaboration with union representatives.
18. Serves on Executive Leadership Team, President's Cabinet, and other College committees. Performs other related tasks as assigned.
19. Manages the Foundation Endowments.
20. Occasional travel required.

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SUPERVISION

Types Supervised (check each category):

- Classified Staff
- Administrative

- Faculty
- Adjunct faculty, students, etc.
- FSA Staff

Indicate number in each category:

- 7 # of Classified Staff
- 1 # of Administrative
- # of Faculty
- # of Adj. faculty, students, etc.
- # of FSA Staff

MINIMUM QUALIFICATIONS

Master's degree in Business Administration or related field plus ten years of progressively responsible administrative/supervisory experience with a staff greater than five. Management of a budget in excess of \$20M.

Experience in an institution of higher education OR familiarity with GASB & Fund Accounting

Ability to manage in a changing educational environment.

High ethical standards with a commitment to excellence and integrity

Excellent written and oral communication skills

Demonstrated ability to work successfully with persons from diverse backgrounds, and commitment to diversity and inclusive initiatives.

PREFERRED QUALIFICATIONS

- CPA
- Experience in an institution of higher education
- Familiarity with GASB & Fund Accounting