

ROCHESTER COMMUNITY AND TECHNICAL COLLEGE ADMINISTRATOR POSITION DESCRIPTION

ADMINISTRATIVE TITLE: Vice President of Finance and Facilities	
NAME OF ADMINISTRATOR:	
RANGE ASSIGNMENT: Administrator 9	POSITION CONTROL NUMBER: 00798283

POSITION PURPOSE:

The Vice President of Finance and Facilities serves as the Chief Financial Officer and Data Practices Compliance Official, with primary responsibility for leadership, management, strategic direction, policy development, and administrative oversight of the finance, facility, public safety, central services, and auxiliary areas of the College to meet the diverse educational needs of students and the community. This includes providing the vision, guidance and leadership for policy development and implementation; long-range financial forecasting and planning; budget analysis, planning and control; financial accounting and reporting; projecting and monitoring revenue; investment management of College funds; accounts payable and receivable; personnel administration; physical plant operations and maintenance; facilities master planning; capital project development and implementation; campus security, safety and crime reporting; auxiliary services; inventory control; and such other duties as may be assigned by the President. The Vice President also manages all finances for grants and negotiates and manages the contracts with tenants leasing space on the RCTC Campus. The Vice President reports to the President and serves on the Cabinet.

Signature of Employee _____ **Date** _____

Signature of Supervisor _____ **Date** _____

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Provide leadership and direction for the financial management functions.

- Serve as the Chief Financial Officer and financial advisor to the President and Cabinet, and regularly communicate to managers, shared governance groups and student government leadership information to assess the financial condition of the College.
- Provide leadership in the development and implementation of finance policies and procedures, including the administration of efficient and effective business operations for procurement, contracting, accounts payable, tuition, accounts receivable, grant accounting, asset inventory, reconciliations, cash management, payment card industry standards, return to Title IV, etc., working with the system office and attorney general’s staff to ensure proper statutory and policy conditions are exercised.
- Serve as a liaison between the College and the system office regarding all things related to finance and facilities; and provide financial and data reports to the Minnesota Legislative and system offices as requested, including, but not limited to, the operating and capital

budget, instructional cost studies, enrollment projections, designation of fund balances, reserve requirements, and tuition and fee requests.

- Analyze Legislative allocations and ensure the College is reporting expenditures correctly to ensure maximum return in legislative and system funding formula.
- Prepare and implement a budget planning cycle for all funds (i.e., operating, federal, auxiliary and specials), administering the budgets as approved by the President so resources are allocated in alignment with established objectives, priorities, and strategic/master plans (i.e., academic facility, technology).
- Provide revenue and expenditure projections for use in the planning process and monitor actual revenue collection compared to projections so projections represent realistic and achievable estimates to ensure sufficient cash flow to support the activities of the College.
- Establish and maintain an internal control system to ensure that financial transactions are based upon established regulations and procedures as required by the federal government, State of Minnesota, and Board of Trustees' policies and procedures.
- Manage the investments of the College so that a maximum return is realized.
- Oversee the development of all accounting processes to assure the integrity of the accounts, including collection, recording, depositing and disbursements of funds, are done in accordance with existing statutes, policies, and directives.
- Oversee the preparation of all monthly/annual financial reports for the President and Managers to help ensure expenditures are within allocations.
- Oversee purchasing, receiving and inventory control functions so goods and services procured by the College are properly accounted for in an efficient and effective manner.
- Oversee the development of annual external financial statements and annually certify the published audited financial statements.
- Act as audit liaison and respond to audit findings and implement recommendations.
- Collaborate with the Vice President of Human Resources/Equity in activities having an impact on the financial resources of the College, such as analyzing employee costs, enrollment, and budget projections to recommend efficiencies in staffing levels, workers' compensation, compensated absences, sabbaticals, insurance benefits, retirement plans, unemployment compensation, etc.
- Provide guidance in the disbursement of financial aid, ensuring the accounting, reporting and cash management of the programs are done in compliance with the federal and state financial aid programs.
- Manage record retention for all financial units of the College.

Provide leadership and direction for the physical plant functions.

- Provide leadership, direction, and policy/procedure development and implementation for the operation and maintenance of the campus buildings and grounds to ensure a proper learning and working environment is maintained that minimizes a risk of injury, abuse, and litigation.
- Plan and direct a comprehensive program of maintenance for campus buildings and grounds, including a plan for preventative maintenance for repair and operation of all plumbing, heating, electrical, air conditioning, and related equipment.
- Approve budget requests for procurement of supplies and equipment necessary to maintain and service the buildings and grounds operation.
- Collaborate with the Facilities staff and Cabinet to identify proposed campus improvements and remodeling projects.
- Identify projects for the biennial bonding request and prepare the College's capital budget and HEAPR project requests for the system office and the Minnesota Legislature.
- Develop and implement a deferred maintenance program.

- Lead the development of the Comprehensive Facility Plan that ensure alignment with the College's strategic goals, academic master plan and technology master plan, and report progress toward achievement of the plan.
- Serve as project manager for large capital bonding projects (\$1 million+) and ensure all capital bonding funds are accurately managed and reported.
- Plan, direct and provide leadership in the conservation of energy, conservable supplies, and recyclable materials.
- Develop a comprehensive parking program to ensure financial resources are available to repair parking lots.
- Develop and implement policies and processes for scheduling the use of college facilities by both internal and external groups.

Provide leadership and direction for the Safety and Security functions.

- Serve as the Pandemic and Emergency Preparedness Liaison for the College.
- Serve as an advisor to the President, Cabinet and to Managers on safety and security matters, and regularly communicate updates with the campus community.
- Collaborate with Facilities and Security staff to develop a comprehensive public safety plan to ensure continuity of operations during an emergency.
- Collaborate with the President in determining whether to close the campus because of inclement weather or other emergency threats.
- Oversee initiatives lead by the Project Manager to ensure compliance with all federal, state, and local regulations regarding environmental health & occupational safety and hazardous & infectious waste, implementing a comprehensive safety program and a security and emergency management program to reduce accidents and to ensure a safe working and learning environment while using best practices and record keeping compliance according to established regulations and guidelines
- Oversee the policies and procedures that manage the physical access to the campus buildings, including key control, and develop a risk management plan to avert unwarranted risk that threaten the operations of the College.
- Oversee initiatives lead by the Director of Campus Safety and Security to develop, organize, and direct a comprehensive security and fire safety program that collaborates with contractors, police, and fire departments, and assures the facilities and equipment are relatively secure from theft, fire, and vandalism.
- Collaborate with city and county departments to establish agreements and arrangements for the use of campus facilities and grounds to execute community emergency response planning and training.
- Ensure the College complies with all required reports and plans, including the Cleary Security Report, College Emergency Operations Plan, Continuity of Operations Plan, etc.

Provide leadership and direction for Auxiliary Enterprise, Central Services and Facility Leases.

- Manage all external contracts with vendors and provide general oversight and ensure auxiliary service operations are financially viable and properly managed.
- Meet with the Food Service and Vending Machine vendors to ensure access and affordability of a quality product and ensure the areas are managed and run efficiently to meet the needs of campus clientele.
- Collaborate with the Bookstore Manager to ensure the management and operations of the Bookstore are done in an efficient, economically, and effective manner to provide services to students and staff at minimum cost.
- Review and develop policies that support the mission of the auxiliary services and provides direction for the employees to operate within the auxiliary enterprise funds.
- Monitor and reallocate to the general operating budget all excess profits through consultation with the President and as dictated by Board Policy.

- Oversee the management of the operations of central services (mail services and central store supplies) so the needs of employees for such services are met.
- Negotiate all long and short-term tenant contracts for the College, including, but not limited to, WSU-R, DEED, Rochester Public Schools, and City of Rochester; integrating the contracted amounts into appropriate budgets that interface with appropriate divisions on campus for agreed upon services.
- Manage the enterprise of the Rochester Regional Sports Center complex and serve on the Sports Complex Advisory Board.
- Oversee space utilization to determine and negotiate lease and rental possibilities.

Provide leadership and direction related to personnel management and supervision.

- Provide supervisory authority for direct reports to achieve the objectives of each area and assurance that applicable labor agreements and plans are administered fairly and equitably.
- Assist direct report hiring managers in identifying staffing needs and assist in assessing the qualifications of candidates to hire.
- Evaluate the performance of employees, submit for consideration achievement awards for those eligible, and administer disciplinary actions for employees in accordance with the bargaining unit agreements/plans.
- Assist supervisors in resolving operational and personnel issues, interpret and implement policies, rules and regulations, and employee contracts, and assist in the addressing of conflicts in a collaborate manner.
- Enforce and implement the principles of equal employment opportunity and non-discrimination in all actions.

Perform other duties as assigned.

- Serve as the College's Data Practices Compliance Officer and assists those responsible for financial aid, student record, personnel record inquiries about data requests.
- Lead efforts to safeguard the assets of the College by acquiring appropriate insurance to include property, liability, automobile, and builder's risk; and ensure there is an accurate and up-to-date inventory of all assets by implementing proper auditing and control measures.
- Assist in advancing the College's annual work plans in accordance with the College's Strategic Plan, and through the promotion of equity and inclusion.
- Serve on college committees as appointed by the President, chairing when appropriate.
- Represent the College at all public, state, local and regional meetings, as well as at civic and social functions.
- Adhere to state, system, and College rules, including policies, procedures, contracts, regulations, laws, mandates, and Standards of Excellence Expectations.
- Accept responsibility for other duties assigned by the President, including serving as the Chief Executive Officer in the absence of the President.

RELATIONSHIPS

The Vice President reports to the President and is assisted in the role by the Business Office Supervisor, Bookstore Manager, Director of Sports Facilities, Building Services Supervisors, Project Manager, and Director of Campus Safety and Security.

The Vice President communicates written, graphical and oral reports to internal and external administrators, faculty, staff, students, agencies, and the community, and serves as a liaison between the College and the system office regarding all things related to finance and facilities.

The Vice President supports the College mission and maintains a professional decorum suitable to senior-level management and reflective of a team approach.

KNOWLEDGE, SKILLS AND ABILITIES

This position requires a high level of business finance, operations, personnel, communication, and management skills as well as expert leadership, analytical and computer operations skills. The incumbent must possess the ability to accurately forecast the financial position of the College. The position should have the knowledge and understanding of a comprehensive community college and of the state and federal laws and regulations relating to the Minnesota State system, financial aid disbursements, collective bargaining practices, issues and contract implementation and General Accepted Accounting Principles. The incumbent must also demonstrate an effort to improve cultural competency and actively takes steps to include diversity training in professional development.

PROBLEM SOLVING AND CREATIVITY

This position must anticipate, initiate, and manage change to minimize problems. Typical problems include personnel deficiencies, process control, customer relations, accountability, and dysfunctional systems.

FREEDOM TO ACT

This position has extensive freedom to act with minimal supervision from the President.

QUALIFICATIONS:

Minimum Qualifications

- Master's degree in business administration, accounting, or a related field; or Certified Public Accountant designation.
- Five or more years of progressively responsible complex finance or accounting experience or a Chief Financial Officer as a direct report to a Chief Executive Officer.
- Business acumen and experience with broad administration, accounting, and financial management, plus management and supervision experience.
- Demonstrated ability to understand complex financial management and to accurately forecast financial positioning; ability to analyze, interpret, and effectively communicate statistical information.
- Leadership and management experience in a large organization with the ability to manage and oversee a division with multiple departments and service delivery, with demonstrated and successful organizational leadership, team building, staff development and excellent communication skills.
- Knowledge and understanding of the State and Federal laws and regulations relating to the Minnesota State Colleges and Universities system or other public college or university system, collective bargaining practices and contract implementation, and General Accepted Accounting Principles is necessary.
- Ability to identify and address problems with confidentiality, diplomacy, and integrity.
- Demonstrated ability to work successfully with persons of diverse backgrounds, and a commitment to inclusiveness, transparency, and shared governance.
- Excellent written and verbal communications skills
- High degree of computer literacy, including proficiency and demonstrated ability to use technology to develop business process efficiencies.
- May require overnight travel.

Preferred Qualifications

- Leadership experience in higher education, K-12 education, non-profit or government
- Certified Public Accountant certification
- Demonstrated competence in interpreting and complying with federal and state regulations.
- Demonstration of the understanding of collective bargaining processes and skill in the administration of collective bargaining agreements.
- Experience with facilities master planning, capital budget requests and building construction activities.
- Experience working facilities master planning, with architects in the development of the pre-design and schematic designs for capital budget requests.
- Knowledge of environmental safety, security operations and emergency response planning.
- Experience with bargaining and contract administration

BUDGET AUTHORITY: Annual College Operating Budget of about \$40 million

REPORTS TO: College President

SUPERVISION:

Directly Supervises:

- 1 – Business Manager (Managerial Plan)
- 1 – Bookstore Supervisor (MMA)
- 1 – Director of Sports Facilities (MMA)
- 2 – Business Service Supervisors (MMA)
- 1 – Project Manager (MAPE)
- 1 – Director of Campus Safety and Security (MMA)
- 1 – Executive Assistant (MAPE)

Indirectly Supervises:

- 5 – Business Office Staff (AFSCME and MAPE)
- 4 – Bookstore/Central Stores Staff (AFSCME)
- 28 – Facilities Staff (AFSCME)
- 3 – Security Officers (AFSCME)