

ASSISTANT VICE PRESIDENT (COMPTROLLER)  
Formerly Director-Fiscal Operations

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Vice President (Business Affairs and Administrative Services), an incumbent of this class serves as the Comptroller for Westchester Community College, responsible for directing college wide fiscal functions. Responsibility involves directing, coordinating and implementing short and long-range fiscal and budgetary policies, programs and procedures. Considerable latitude, discretion and decision making authority is given in the supervision and monitoring of all financial procedures relating to general fiscal operations, budgeting, and auditing, financial analysis and reimbursement activities. In addition, incumbents must make frequent policy and operational decisions, maintain extensive liaison with various division heads, as well as the County Budget Office and Department of Finance and maintain effective working relationships with funding and contractual agencies as well as local, state and federal regulatory agencies. An incumbent of this class may also represent the College in meetings with other County officials; auditors; representatives of federal and state agencies; officials of banking and lending institutions, and regulatory and contractual agencies. Supervision is exercised a large number of professional and technical staff with the assistance of other administrative supervisors. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs, participates and supervises a staff of professional accounting personnel in the management of the College's fiscal, budgetary, reimbursement, analytical and auditing operations and procedures;

Ensures consistency and compliance with departmental guidelines, as well as adherence to federal, state and/or local laws, regulations and mandates;

Consults with the Vice President (Business Affairs and Administrative Services) and the President in defining college wide fiscal and budgetary goals and objectives; acts for the Vice President in coordinating, supervising and implementing these objectives;

Directs and participates in the preparation of the College's budget by coordinating the compilation of data, convening with departmental managers to assess current operations and to plan for future needs, and maintaining extensive liaison with the Budget Office to ensure that the annual budget is submitted in accordance with County procedures and tax levy objectives;

Establishes and implements a system of control procedures over all expenditures by monitoring accounts payable, payrolls, and statistical and financial reports detailing expenditures and cash management activities;

Directs the preparation and submission of the departmental annual audit and cost reports, consistent with regulatory and accounting guidelines and procedures;

Evaluates departmental expenditure and revenue reports to ensure sound cash management and budgetary control procedures;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Consults with the Vice President and the Budget Department on the reallocation of funds as needed to remain within budgetary constraints;

Analyzes all aspects of college fiscal operations and implements new and/or revised procedures and policies to ensure cost efficiency and optimal utilization of resources;

Ensures that departmental and regulatory reporting mechanisms are in place for the submission of mandated records and reports to County officials, governmental regulatory agencies and auditors;

Secures and/or participates in securing departmental grants and contracts and ensures that funding drawdowns are in accordance with departmental guidelines as well as in accordance with contractual agreements;

Monitors reimbursement rates to ensure consistency with departmental reimbursement submissions; evaluates prior reimbursement rates for analytical purposes, and keeps abreast of trends in the field to forecast for changes in payment methodologies, as well as third party reimbursement procedures;

Monitors the automated payroll/personnel system and procedures to ensure the timely and accurate submission of documents required for the payment and reflection of personnel changes affecting departmental staff;

Participates in meetings with the Vice President and executive staff on issues such as staffing, equipment needs and requisitions, lease arrangements and capital expenditures;

Keeps abreast on all issues regarding financial activities within all areas of operation, with particular attention given to changing laws and regulations, trends within the field, and the operation of other agencies comparable in size to Westchester County;

Seeks new sources of funding through research into current legislation;

Keeps abreast of, and implements new methods used to evaluate and measure the efficiency of fiscal operations;

Supervises and directs the preparation of all mandated reports on fiscal and related activities to ensure the consistency of submissions;

Represents the President and/or Vice President in all matters pertaining to college wide fiscal operations by participating in meetings and conferences and maintaining extensive liaison with County officials, local, state and federal regulatory and funding agencies;

Attends meetings and conferences and informs the Vice President and staff of all changes affecting fiscal operations;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, email, calendar and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of modern accounting, budgeting and auditing theory and practice; comprehensive knowledge of financial accounting, cost accounting, and budgetary procedures; comprehensive knowledge of financial management and cost control theory and practices; comprehensive knowledge of automated financial systems designs and techniques; comprehensive knowledge of office procedures and practices; working knowledge of applicable Federal, State and local laws and regulations; ability to plan and direct the work of a substantial number of professional accounting and clerical employees; ability to organize and monitor complex accounting systems in an automated environments; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; discretion; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Accounting, Business Administration, Finance, Economics or a closely related field, including 24 credits in Accounting, and nine years of experience where the primary function of the position was in financial operations; four years at a supervisory level which included or was supplemented by two years of administrative experience.

SUBSTITUTION: Satisfactory completion of a Master's Degree\* in Accounting, Business Administration, Finance, Economics or a closely related field may be substituted for one year of the above general experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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J.C.: Unclassified  
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Job Class Code: E0985  
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