

## ASSISTANT VICE PRESIDENT (ADMINISTRATION)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Vice President (Administrative Services), an incumbent of this class is responsible for directing college wide fiscal functions. Responsibility involves directing, coordinating and implementing short and long-range fiscal 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, and auditing, reimbursement activities, purchasing and payroll. 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 over 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 personnel in the management of the College's fiscal, reimbursement, purchasing, and payroll 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;

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

Serve as a selected representative engaging directly with constituents, advocating for their interests, providing oversight of college activities, and demonstrating dedicated leadership to enhance transparency, accountability, and responsiveness to student needs.

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

Serve as a liaison between the College and various stakeholders, advocating for their interests, providing oversight of college activities, and enhancing transparency, accountability, and responsiveness to student needs;

Monitor and enhance the College's Minority and Women Owned Business Enterprises (MWBE) spending, facilitating bidding opportunities for MWBE vendors/suppliers on College projects, and delivering quarterly updates on MWBE spending to the College's Board of Trustees Finance and Facilities Committee;

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

Oversee requisitions in PeopleSoft, reallocating tasks among buyers according to College priorities and deadlines, and collaborating with IT to implement an automated solution for tracking contract end dates to ensure departments receive advanced notification for new contract requests as needed;

Assign contracts to the County Law Department's Contracts Bureau when assistance is required by the Deputy Purchasing Agent and collaborating with the Deputy Purchasing Agent on the RFP process to ensure compliance with all relevant laws and regulations;

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;

Directs long-term priorities, goals, and strategies for the college, utilizing strategic vision to guide decision-making and resource allocation, thereby ensuring the institution's resilience and responsiveness to evolving challenges and opportunities;

Entails actively participating in regional collaboration and partnerships, engaging with other colleges and universities, neighboring jurisdictions, government agencies, and community organizations to collectively address shared concerns and pursue common goals;

Directs the Internal Auditor to ensure that internal controls and policies and procedures are followed throughout the College;

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

Analyzes 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;

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 for changes in payment methodologies, as well as third party reimbursement procedures;

Engage in long-term planning regarding new College systems. Also engage in strategic planning to find automated solutions for student refunds, contract monitoring and other transactions.

Collaborate with other institutions including nearby SUNY and CUNY colleges regarding best practices.

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

Consult with key stakeholders, including staff members, students, faculty, and administrators, to gather input and insights into areas for improvement.

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;

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

Supervises and directs the preparation of all mandated reports on administrative 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, reimbursement, purchasing and payroll operations and procedures 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 administrative operations, reimbursement, purchasing and payroll operations;

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.