JOB DESCRIPTION

TITLE: Vice President of Finance and Administrative Services (Chief Fiscal Officer)

SUPERVISOR: President

JOB OBJECTIVES: To manage the efficient and effective operation of the business office and the maintenance and operations of grounds and facilities.

ESSENTIAL JOB FUNCTIONS:

A. Understands, interprets and implements federal, state, TBR, Nashville State Tech policies and procedures as they apply to areas of responsibility.
B. Selects, employs, evaluates and provides management in order to promote the safe, orderly, and expeditious operation of areas of responsibility.
C. Provides responsible reports and information to the chief executive, his/her staff and others as needed.
D. Assists and visits the assigned Technology Centers.
E. Works with internal auditor to avoid findings and weaknesses.
F. Reviews and approves all contracts for the college.
G. Serves as the treasurer for the Nashville Tech foundation, prepares and files foundation tax reports.
H. Coordinates and processes student refund appeals for the college.
I. Performs other duties as required by President.

JOB STANDARDS:

A. Master’s degree from an accredited college or university in the field of Business Administration or a Bachelor’s degree and ten years of related experience required
B. Knowledge of fund accounting principles, auditing standards, purchasing procedures, business practices, personnel functions and grounds and facilities operations.

JOB LOCATION: The primary job location is the college’s main campus. Occasional travel throughout the service area may be required.

EQUIPMENT: Use of telephone, computer equipment, and other standard office equipment as required to accomplish essential job functions

CRITICAL SKILLS/EXPERTISE:

Ability to establish and maintain effective working relationships with employees, the governing board, and the public.

NON-ESSENTIAL FUNCTIONS: None

SALARY:

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer