



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