



**Associate Vice President of Administrative Services  
Full Time  
Floyd County Campus**

**Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the position of Associate Vice President of Administrative Services (AVPAS) to be located on the Floyd County Campus and may be required to travel to other campuses to meet operational requirements. This position will report to the Vice President of Administrative Services. This position is responsible for providing direction and oversight of the Administrative Services activities of the college through subordinate managers at GNTC.

**Duties/Responsibilities:**

- This will include preparation and oversight of the financial, budget, purchasing and administrative operations of the college;
- Preparing and maintaining the total budget for the college;
- Preparing calculations for personnel budget requirements for the college;
- Directing through subordinate managers a comprehensive accounting program which integrates Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards, statutory accounting requirements, and the fiscal policies and procedures for the state of Georgia and the college;
- Preparing financial reports, reconciliations, and performing monthly reviews to ensure accurate financial statement presentation;
- Directing compliance and reporting requirements for the department, including but not limited to, GAAP financial statement preparation, SACSCOC accreditation compliance, GA Department of Audits reviews and submissions, State Accounting Office policies, and TCSG policies and procedures;
- Directing purchasing activities in compliance with the State of Georgia Procurement Manual policies and other policies of TCSG and the college;
- Directing the acquisition, tagging, and surplus disposal processes of the college's asset inventory;
- Overseeing student accounts to include the management of student revenues, receivables, and application of financial aid to student fees;
- Overseeing the administration and maintenance of the college's vehicle inventory fleet;
- Overseeing Risk Management activities for property and liability insurance through the GA Department of Administrative Services and with student insurance carriers for accident and student liability;
- Conducts regular evaluation of services provided, such as bookstore operations and vending, and adjusts as needed;
- Recommending appropriate procedures and processes to ensure audit compliance;
- Leading, planning, and/or conducting reviews of processes to ensure proper internal controls are maintained to mitigate the risk for financial liability;
- Developing and maintaining policies and procedures and recommending changes to effectively meet the goals and requirements of the Administrative Services unit and the college;

- Stays up-to-date on policies, procedures, and state or federal laws that may impact department initiatives;
- Performing technical report writing assignments;
- Managing subordinate personnel including performance coaching and performance evaluation at scheduled intervals;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Providing training for new and current Administrative Services staff;
- Ensuring cross-training across the Administrative Services staff;
- Supporting special initiatives as requested by the Vice President for Administrative Services;
- Other duties assigned.

**Competencies:**

- Knowledge of the mission of postsecondary vocational/technical education.
- Knowledge of budget development and management principles, program assessment and strategic planning.
- Knowledge of Generally Accepted Accounting Principles.
- Knowledge of Governmental Accounting Standards Board Standards and Pronouncements.
- Skill in the delegation of responsibility and authority.
- Skill in interpersonal relations and dealing with the public.
- Skill in the operation of computers and job-related software programs.
- Ability to manage multiple projects within specified time frames.
- Ability to supervise, advise, and mentor staff.
- Ability to provide leadership in high-pressure situations.
- Analytical, decision making, and problem-solving skills.

**Minimum Qualifications:**

Bachelor's degree in accounting or related subject \*and\* at least seven (7) years of related experience \*OR\* Master's degree \*and\* at least three (3) years of related work experience.

**Preferred Qualifications:**

Five (5) of the last seven (7) years in governmental accounting and/or auditing with increasing responsibilities in financial analysis and financial statement preparation. Supervisory and management experience with the ability to multi-task and prioritize workloads. Experience in higher education. Experience with Banner, PeopleSoft, WorkDay.

**Physical Demands:**

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

**Salary:** \$100,000

**Benefits:**

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

**Application Deadline:** Open until filled.

**Application Process:**

All application packets **MUST** be completed via the GNTC Online Job Center at [www.gntc.edu/about/employment/](http://www.gntc.edu/about/employment/). We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

**A Unit of the Technical College System of Georgia****Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, [ebarksdale@gntc.edu](mailto:ebarksdale@gntc.edu).