



POSITION ANNOUNCEMENT

POSITION TITLE: Vice President for Administration (FT)

POSITION DESCRIPTION:

The Vice President of Administration is responsible for planning, organizing and directing the overall administration of the college's financial operations. Manages a variety of complex financial functions and provides leadership in the ongoing development and analysis of processes and procedures as needed to support positive and effective change. Organizes and facilitates group discussions within the assigned department to generate ideas, goal setting, and decision-making functions for ongoing improvement.

MAJOR DUTIES:

- Prepares and maintains total budget for the college;
- Directs, through subordinate managers, a comprehensive accounting program which integrates Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards, statutory accounting requirements and the technical college's fiscal policies and procedures;
- Directs, through subordinate managers, the operations of the technical college's bookstore;
- Directs, through subordinate managers, the food service operations to ensure full compliance with local, state and federal regulations;
- Manages and oversees financial/budget operation of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Conducts regular evaluation of services provided and make adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives; and
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Business Administration or a closely related field from an accredited college or university **AND** seven (7) years full-time work experience
- OR**
- Master's degree **AND** three (3) years of related work experience

PREFERRED QUALIFICATIONS:

- Certified Public Accountant (CPA).
- Certified Government Financial Manager (CGFM).
- Teamwork and/or Workday experience.
- Excellent with Microsoft Office.
- Experience with TeamWorks Human Capital Management (HCM) and Workday applications.
- Experience working in a State of Georgia agency or higher education.

SALARY/BENEFITS:

Commensurate with qualifications. Benefits include paid state holidays, annual and sick leave, retirement options, and State of Georgia Flexible Benefits package.

APPLICATION DEADLINE:

Open Until Filled

TO APPLY: Please submit an online application using the OTC online job center website. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required upon employment. For more information, please contact the Interim Director for Human Resources at 912.871.1629 or employment@ogeecheetech.edu.

As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Christy Rikard, Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 191, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486-7607, crikard@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 189, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu.