



# WIREGRASS

GEORGIA TECHNICAL COLLEGE®

## Associate Vice President for Administrative Services

**CAMPUS:** Home campus may vary, but travel between campuses is required.

**STATUS:** Full-time

**POSTING TYPE:** Regular Posting

**\*\*Employment for this position will not begin before September 01, 2024**

The Associate Vice President of Administrative Services (AVPAS) is responsible for providing direction and oversight of the Administrative Services activities of the college through subordinate managers. This will include preparing and overseeing the financial, budget, and administrative operations of 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 and the college; preparing accounting calculations, 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, financial year-end closeout, GAAP financial statement preparation, insurance and risk management, purchasing, student accounts, GA Department of Audits, State Accounting Office, and TCSG; recommending appropriate corrections 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; overseeing Risk Management activities for property and liability insurance through the GA Department of Administrative Services and with student insurance carriers for accidents; directing the acquisition, tagging, and surplus disposal processes of the college's asset inventory; overseeing the administration and maintenance of the college's vehicle inventory fleet; directing the training process for new hires across the college related to purchasing, travel, accounts payable, vehicles, risk management, accident insurance, asset inventory, and surplus property disposal; developing policies and procedures and recommending changes to effectively meet the goals and requirements of the Administrative Services unit and the college; performing technical report writing assignments; managing subordinate personnel including performance coaching and performance evaluation at scheduled intervals; providing cross-training for new and current Administrative Services staff; and supporting special initiatives as requested by the Vice President for Administrative Services. The successful candidate must have excellent oral and written communication skills. They must have a knowledge of budget development and management principles, program assessment and strategic planning, as well as the mission of postsecondary vocational/technical education. 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.

*Wiregrass Georgia Technical College seeks to recruit, hire, and retain faculty and staff who display a willingness to support students of underrepresented gender and minority groups, as well as students with disabilities. All employees of the college are required to participate fully in the realization of equity in recruitment, enrollment, retention, graduation, and placement of students enrolled or who seek to become enrolled in programs at the college, with a special emphasis on nontraditional program participants.*

**Reasonable Accommodations Statement:** To perform the duties of this position successfully, the incumbent must have the appropriate work experience, hold the appropriate certification and credentials, and be able to perform each key position duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Please contact [humanresources@wiregrass.edu](mailto:humanresources@wiregrass.edu) to request accommodations.

### SUMMARY OF WORKING CONDITIONS

- Equipment Used: Standard office equipment, Regular use of college owned or personal vehicle for performance of duties.
- Working Conditions: Category III - No foreseen exposure to hazardous chemicals/pathogens. Probability of working beyond the normal shift, but not frequently. Periodic travel between major Wiregrass campuses and satellite sites.

## MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting (or very closely related field), Finance, or Business Administration **\*and\*** five (5) years previous experience related to accounting to include a verifiable working knowledge in five or more of the following areas: GAAP and Budget Basis financial statement preparation; general ledger; grants; contracts; payroll; budget preparation, monitoring, and forecasting; asset management, TeamWorks Financials system, effective internal controls and fraud prevention systems. Previous supervisory experience is a MUST.

## PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: Master's degree in Accounting or Business Administration, Certified Public Accountant or CGMA designation, previous auditing experience.

## SALARY/BENEFITS

Salary is \$92,000/yr. This position is full-time and includes standard State of GA benefits such as leave accrual, options for health & other supplemental benefits, and retirement. This position may qualify the successful candidate for the Public Service Loan Forgiveness Program. *This position is funded in whole or in part by State/Local/Tuition funds.*

## BACKGROUND INVESTIGATIONS

Pursuant to college policy, a thorough background investigation, including a criminal history records check and employment history reference checks will be performed for all candidates offered employment. Other checks such as Motor Vehicle Records may be conducted for any candidate receiving an offer, as well as internal candidates prior to being promoted or transferred into a position with the college. **Other Required Tests: Satisfactory Credit Check results are REQUIRED as part of the mandatory background check process.**

Should a candidate be chosen for a 2nd interview, references which support prior work history and employment experience will be contacted. Please note that some employers charge a processing fee to complete employment verifications. If a former employer requires payment to complete employment verification forms, this fee must be paid by the candidate. For positions requiring official transcripts, the candidate will be responsible for ordering and payment for these transcripts. Wiregrass is responsible for payments for criminal history searches, MVR searches, credit checks, and other items listed in the required tests portion above.

## APPLICANT INSTRUCTIONS/INFORMATION

**Application Deadline: Thursday, August 15, 2024 or Until Filled**

All application packets MUST be completed via the Online Job Center at <https://www.wiregrass.edu/about/employment>. As a part of the application process, interested candidates may also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or [humanresources@wiregrass.edu](mailto:humanresources@wiregrass.edu).

## EQUAL OPPORTUNITY EMPLOYER STATEMENT

As set forth in its student catalog, Wiregrass Georgia 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). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Associate Vice President for Human Resources, Valdosta Campus, Brooks Hall, Room Rm. 548, (229) 333-5356 or [shalonda.sanders@wiregrass.edu](mailto:shalonda.sanders@wiregrass.edu); OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Special Populations and Tutoring Services, Valdosta Campus, Berrien Hall, Room 100, (229) 333-2100 ext. 1236 or [katrina.royal@wiregrass.edu](mailto:katrina.royal@wiregrass.edu) \*student ADA student disability claims only. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.