

CREDENTIALS - OFFICE OF BUSINESS AND FINANCE			
NAME	PRINCIPAL JOB RESPONSIBILITIES	EDUCATION AND CERTIFICATIONS	JOB DESCRIPTION LINK
Betty Smith	<p>Develop, plan implement, and administer goals and objectives as well as policies and procedures related to financial matters.</p> <p>Review and evaluate work products, methods, and procedures. Plan, organize, and direct the accounting activities of the College including general accounting, accounts receivable, general receipts, payroll, accounts payable, purchasing, and budgeting.</p> <p>Review, evaluate, and recommend improvements to the College's accounting and financial internal control systems and procedures.</p> <p>Direct the preparation of financial reports as required by law and higher level management.</p>	<p>Master of Business Administration, Campbell University; Bachelor of Science, Campbell University; Certified Public Accountant</p>	<p>Vice President for Business and Finance</p>
Robin Deaver	<p>Prepare, maintain, and review financial records and reports.</p> <p>Supervise, train, motivate, review and audit the work of designated accounting staff in assigned areas of responsibility. Maintain, reconcile, and balance assign accounts and funds to the general ledger.</p> <p>Maintain and initiate sound internal controls and accounting procedures.</p> <p>Coordinate external audits and serve as the College liaison.</p>	<p>Master of Accounting, North Carolina State University; Bachelor of Arts in Accounting, North Carolina State University; Certified Public Accountant</p>	<p>Controller</p>
Jeannie Plummer	<p>Coordinate all aspects of the College State budget preparation and posting process. Oversee and participate in the budget preparation of County and Institutional funds.</p> <p>Oversee processing of invoices or payment for construction projects and filing for reimbursement. Oversee the reimbursable grant projects for State and Institutional funds. Oversee cash management for the College.</p> <p>Assist or train staff in use of computer and software. Write minor programs for data retrieval and correction of computer problems. Support computer needs during registration.</p>	<p>Master of Arts in Education, East Carolina University; Bachelor of Science in Computer Information Systems, North Carolina Wesleyan College; Associate in Science, State University of New York Empire State College</p>	<p>Director of Budgets and Financial Systems</p>
Charles Smith	<p>Supervise, coordinate, and participate in the monitoring of student grant monies to ensure appropriate allocation of expenditures.</p> <p>Supervise, plan, organize, and direct the activities of the accounts payable office.</p> <p>Approve invoices for payment and review accuracy of coding and appropriateness of payments.</p> <p>Maintain detailed financial and activity reports. Prepare summary reports for State and federal agencies.</p> <p>Forecast and request cash needs for federal programs.</p> <p>Supervise, coordinate, and account for student loans, returned checks, scholarships, and student financial aid.</p>	<p>Bachelor of Science in Business Administration, American Intercontinental University; Associates in Accounting, Sampson Community College; Associates in Business, Sampson Community College; Certified Public Accountant; Certified Management Accountant; Certified Financial Manager</p>	<p>Accounting Manager</p>

IV-5.3 Vice President for Business and Finance

IV-5.3.1 DEFINITION

To plan, direct and review the financial and accounting activities and operations of the College including fiscal control and planning, budget accounting, purchasing, auxiliary services, property control services, insurance, internal club audits, and health and occupational safety programs; to coordinate assigned activities with other College departments and divisions; and to provide highly responsible and complex administrative support to the President and Board of Trustees.

IV-5.3.2 SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the College President.

Exercises direct and indirect supervision over professional, technical and clerical staff.

IV-5.3.3 ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan, implement and administer goals and objectives as well as policies and procedures related to fiscal affairs; develop and implement new or modified programs, policies and procedures.

Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Plan, organize, and direct the accounting activities of the College including general accounting, accounts receivable, general receipts, payroll, accounts payable, purchasing and budgeting.

Direct, oversee and review the activities of food service operations.

Direct, oversee, and review the activities of equipment control and inventory department.

Direct, oversee, and review the activities of bookstore operations.

Direct, oversee, and review club internal audits of college supported club activities.

Direct, oversee and review liability and occupational safety and health programs.

Direct, oversee, and review property and liability insurance matters.

Recommend changes in College policies pertaining to insurance levels and insurance coverage.

Review, evaluate, and recommend improvements to the College's accounting and financial internal control systems and procedures; coordinate annual audit activities; prepare annual audit reports.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Vice President for Business and Finance (Continued)

Develop and implement long-range and operational financial plans to support the planned development of the College.

Coordinate and supervise the development of the annual budget; ensure fiscal integrity of the College.

Coordinate assigned activities with those of other departments, divisions, faculty and administrative staff.

Provide staff assistance to the President; prepare and present staff reports and other necessary correspondence.

Prepare and present accounting and financial reports.

Participate in various meetings; provide financial information to College managers and outside agencies.

Direct the preparation of financial reports as required by law; prepare various financial reports and analyses as requested by higher level management.

Confer with and provide staff assistance and advice to higher level College staff; develop, prepare and present recommendations and reports as requested.

Supervise, train, motivate and evaluate assigned professional and administrative staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training.

Oversee and coordinate the administrative operations within Business and Finance; monitor and evaluate workload; develop and implement policies and procedures.

Perform related duties as assigned.

IV-5.3.4 QUALIFICATIONS

IV-5.3.4.1 Knowledge of:

Principles and methods of financial administration, particularly in the areas of accounting, budgeting, payroll and cash management.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern office practices, procedures, methods and equipment including automated accounting systems.

Laws regulating the financial administration of a community college.

Generally accepted accounting principles.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Vice President for Business and Finance (Continued)

Principles of supervision including employee training and performance evaluation.

IV-5.3.4.2 Ability to:

Develop and install sound accounting and financial reporting systems and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare complex accounting reports and analyses.

Operate standard office equipment including a PC.

Interpret and apply College policies, procedures, rules and regulations.

Maintain effective work relationships with outside organizations and College academic and administrative staff.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate professional, technical and clerical staff.

Gain cooperation through discussion and persuasion.

IV-5.3.4.3 Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible experience in accounting and financial work including at least three years in an administrative and supervisory capacity.

Training:

A Master's degree from an accredited college or university in accounting, business administration, finance administration or a closely related field; or equivalent. CPA preferred.

IV-6.5 Controller

IV-6.5.1 DEFINITION

To handle a wide variety of professional accounting work to include receipts, expenditures and purchasing records; to coordinate external audits relating to financial records, to coordinate assigned activities with other college departments, and to maintain sound internal controls and accounting procedures. The Controller has considerable latitude for independent judgment within the framework of departmental policies and procedures. The Controller provides highly responsible and complex administrative support to the Vice President for Business and Finance and acts in place of the Vice President of Business and Finance in that person's absence.

IV-6.5.2 SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President for Business and Finance.

Exercises supervision over professional, technical and clerical staff.

IV-6.5.3 ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform a variety of professional and technical accounting duties in the preparation, maintenance and review of financial records and reports.

Coordinate external audits and serve as the College liaison.

Prepare annual financial reports, statements, and footnotes as required by the Office of the State Auditor and the Office of the State Controller.

Supervise, train, motivate, review and audit the work of designated accounting staff in assigned area of responsibility; establish work procedures and processes; recommend improvements as appropriate; evaluate assigned staff and prepare employee performance reviews.

Review and prepare budget transfers as authorized; prepare adjusting entries and balance.

Research and analyze specific problems relating to financial records.

Advise and inform other divisions and departments on accounting policies and procedures; answer questions concerning assigned accounting activities. Participate in various meetings.

Maintain, reconcile and balance assigned accounts and funds to the general ledger.

Maintain and initiate sound internal controls and accounting procedures. Review and evaluate internal controls for appropriate improvements at least annually.

Provide financial information to external agencies.

Provide staff assistance and coordinate training and cross training for designated accounting staff.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Controller (Continued)

Perform related duties as assigned, serve on selected committees, and participate in planning activities.

IV-6.5.4 QUALIFICATIONS

IV-6.5.4.1 Knowledge of:

Generally accepted accounting and auditing principles and procedures.

Applicable federal, state and local policies, procedures, rules and regulations.

Modern office methods, practices and procedures.

Operational characteristics of a personal computer with remote access and related peripheral equipment.

Accounting and spreadsheet software applications.

Automated fiscal systems and applications.

IV-6.5.4.2 Ability to:

Apply accounting and auditing principles and procedures.

Analyze data and draw sound conclusions.

Prepare clear, complete, and concise reports.

Communicate clearly and concisely, both orally and in writing

Apply and administer the College's accounting policies and procedures.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

IV-6.5.4.3 Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience performing professional accounting work, preferably in a community college setting.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Controller (Continued)

Training:

Completion of a Masters degree from an accredited college or university with major course work in accounting, finance, business administration or completion of a Bachelors degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field with CPA licensure.

IV-7.5 Director of Budgets and Financial Systems

IV-7.5.1 DEFINITION

To perform professional and technical financial services work in a variety of areas to include financial, accounting, budget, bookstore operation, food service accounting, purchasing and provide responsible administrative assistance to the Vice President for Business and Finance. To support staff in use of computer systems to include assisting and/or training in all financial software packages and writing minor programs for data extraction.

IV-7.5.2 SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Vice President for Business and Finance.

Exercises functional and direct supervision over technical and professional staff.

IV-7.5.3 ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Prepare monthly and annual accounting and financial reports.

Prepare analysis and research specific problems.

Review cash receipts and disbursements for specified accounts and perform cash counts periodically.

Review and verify purchase requests to specified funds and ensure State and Federal guidelines are followed.

Review bookstore and food service operations, activities and personnel and recommend improvements and modifications, to include the monthly statement of operations.

Oversee cash management for College.

Prepare state budget revisions and journal entries.

Collect financial data, prepare surveys and coordinate data with the Office of Institutional Effectiveness and Assessment and Office of the Vice President for Business and Finance.

Prepare invoices for payment for construction projects and forms 2-16 and 2-17 for NCCCS.

Assist and/or train professional and technical staff in use of the computer to include all financial software.

Write minor programs to allow for retrieval of financial data and for correction of computer problems.

Support computer needs during registration.

Recommend computer enhancements.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Director of Budgets and Financial Systems (Continued)

Assist in year-end close out of financial records.

Supervise, train, motivate and evaluate assigned staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training.

Review and recommend improvements to the College's accounting and financial internal control systems and procedures.

Provide support to the Vice President for Business and Finance related to assigned areas of responsibility.

Perform related duties as assigned.

IV-7.5.4 QUALIFICATIONS

IV-7.5.4.1 Knowledge of:

Principles and methods of financial administration in the areas of accounting, budgeting and cash management.

Modern office practices, procedures, methods and equipment including automated accounting systems.

Laws regulating the financial administration of a community college.

Generally accepted accounting principles.

System maintenance principles required to support the financial software.

Query language concepts for extracting information from databases.

IV-7.5.4.2 Ability to:

Analyze problems, identify alternative solutions and implement recommendations in support of goals.

Prepare complex accounting reports and analysis.

Analyze hardware and software needs and solve problems that arise.

Read, interpret and apply complex rules, regulation manuals and other publications needed for preparing surveys.

Maintain effective work relationship with outside organizations and college staff and faculty.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Director of Budgets and Financial Systems (Continued)

Communicate clearly and concisely, both orally and in writing.

IV-7.5.4.3 Experience and Training guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of experience in financial and/or computer system administration.

Training:

A Bachelor's degree in finance, accounting, business administration or closely related field with advanced training in computers; or equivalent.

IV-8.1 Accounting Manager

IV-8.1.1 DEFINITION

To supervise, coordinate, and participate in the financial accounting of student grants, student loans, , financial aid, and scholarships. To supervise, organize and direct the Account Payable Department. To participate in the preparation of budgets; monitor, post, and prepare reports on specific budgets. To review, adjust, reconcile, and prepare reports on general ledger accounts. Assist with preparation of year-end close-out of financial records and the coordination of annual audit activities. To provide highly responsible assistance to the Controller.

IV-8.1.2 SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Controller.

Exercises direct and indirect supervision over technical and clerical staff.

IV-8.1.3 ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Participate in the development, planning, and implementation and administration of goals and objectives as well as policies and procedures related to fiscal affairs.

Coordinate assigned activities with those of other departments, outside agencies, and organizations.

Supervise, coordinate, and participate in the monitoring of student grant monies to ensure appropriate allocation of expenditures.

Supervise, plan, organize and direct the activities of the accounts payable office.

Oversee preparation of calendar for writing and distributing General Expense checks.

Approve invoices for payment, and review accuracy of coding and appropriateness of payments.

Maintain detailed financial and activity records. Prepare summary reports for state and federal agencies.

Forecast and request cash needs for federal programs.

Provide information and general assistance to technicians, program coordinators, and funding agencies.

Supervise, coordinate, and account for student loans, returned checks, scholarships, and student financial aid.

Participate in the development, posting, and monitoring of budgets.

Participate in the review, evaluation, and recommendation of improvements to the College's accounting and financial internal control systems and procedures.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Accounting Manager (Continued)

Participate in the coordination of annual audit activities; the preparation of year-end financial statements and assist in preparation of other year-end reports.

Perform related duties as assigned.

IV-8.1.4 QUALIFICATIONS

IV-8.1.4.1 Knowledge of:

Knowledge and ability to supervise and coordinate the financial accounting of contracts, grants, student loans, returned checks, financial aid, and scholarships.

Knowledge of generally accepted accounting principles; knowledge of principles and methods of financial accounting.

Knowledge of sound management skills to include the ability to coordinate loans and financial aid.

Knowledge of process of loan collection and ability to interpret legal terminology in case of bad debts.

Knowledge of applicable state and local laws regulating the financial administration of a community college.

Knowledge of generally accepted accounting principles and applicable state and local laws and regulations as pertains to year-end close out.

Knowledge of principles of supervision including employee training and performance evaluation.

Knowledge of modern office practices, procedures, methods, and equipment including automated accounting systems.

Knowledge of principles and methods of financial administration, particularly in the areas of accounting, budgeting and cash management.

IV-8.1.4.2 Ability to:

Ability to interpret numerous accounting documents, analyze and scale down to manageable information.

Ability to interpret technical accounting procedure manuals and apply to individual circumstances.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Ability to supervise and train para-professional, technical, and clerical staff.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
Accounting Manager (Continued)

Ability to gain cooperation through discussion and persuasion; maintain effective working relationships with outside organizations and College academic and administrative staff.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to prepare complex accounting reports and analyses.

IV-8.1.4.3 Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years supervisory experience in a financial setting is required.

Training:

A Bachelor's degree from an accredited college or university in accounting, business administration, finance administration, or closely related field; or equivalent.