

SECTION: Administrative Position Descriptions  
SUBJECT: Dean of Financial and Administrative Services - Administrative Staff  
SOURCE REFERENCE: GSCC Internal Information

NUMBER: C/1.6

---

## **Dean of Financial and Administrative Services - Administrative Staff**

### **Director of Financial Services**

The Director of Financial Services is responsible for the financial records and reports of the College and supervises both restricted and unrestricted accounting, annual College budget, preparation of and audit of financial statements, accounts payable, bids and purchasing, receivables, collections, and inventory control and serves as liaison between financial services and IT.

### **Director of Purchasing**

The Director of Purchasing directs the purchasing program; provides information, supervises and serves as a resource to the Purchasing Agent; achieves defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and assists the Payroll Accountant with payroll functions. This position requires decision making based on comprehensive knowledge of state laws and policies regarding policies.