



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

East Broad Campus

Created on: 3/24/2025
Revised on: 3/24/2025

Job Title	Salary Schedule	Grade	Job No.
Dean of Financial and Administrative Services	B		AD9996
Reports To	FLSA Status	Grant Funded	Tenure Track
Executive VP	Exempt	No	No

JOB SUMMARY: The Dean functions as the College's Chief Financial Officer, develops and administers the College budget, develops and evaluates financial policies and operating procedures, produces and verifies all financial reports (internal and external), provides visionary and strategic institutional leadership.

QUALIFICATIONS:

- ◆ Earned Master's degree in Business, Accounting, or related field from an approved U.S. Department of Education accredited institution **required**
- ◆ Minimum of five (5) years of public, private, and/or governmental accounting experience **required**
- ◆ Minimum of three (3) years of supervisory experience to include evaluation of personnel **required**
- ◆ Documented administrative competencies in fiscal management, budget development and coordination, financial forecasting, personnel supervision and evaluation, and strategic planning **required**
- ◆ Earned doctorate from a regionally accredited institution *preferred*
- ◆ Certified Public Accountant designation *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to work well with diverse populations
- ◆ Must be dependable and logical in all matters
- ◆ Highly effective communication, conflict resolution, and problem-solving skills
- ◆ Working knowledge of automated financial systems; experience with Ellucian/Banner software system

DUTIES:

Leadership/Administrative

- ◆ Provide executive oversight and innovative leadership of all financial and administrative service areas including ongoing development, maintenance, and revision as needed to ensure proper safeguards are in place and all applicable requirements are consistently met
- ◆ Ensure work quality and quantity expectations are defined and met; strive for best practices and innovations
- ◆ Oversee development and implementation of strategic planning and assessment of operational performance, including benchmarking against peer and industry standards to ensure continuous improvement in all service areas
- ◆ Assist in the development and implementation of action plans to secure federal, state, and local

funding

- ◆ Ensure that all departments/service areas offer excellent customer service to students, employees, and other stakeholders
- ◆ Ensure appropriate and timely evaluation of financial and administrative services personnel
- ◆ Recommend personnel changes related to promoting, hiring, terminating, and professional development of personnel in the Financial and Administrative Services area
- ◆ Build trusting relationships by acting with integrity, courtesy, and confidentiality, even in stressful, contentious situations
- ◆ Accountable for ensuring SACSCOC compliance and specialty accreditation compliance of all programs/services in departments/offices in assigned area of responsibility
- ◆ Responsible for the interpretation and implementation of the Alabama Community College System Board of Trustees policies, College policies, and federal and state regulations
- ◆ Active engagement in College and community activities as a leader of the College

Finance/Business

- ◆ Serve as Chief Financial Officer and Treasurer, ensuring compliance with state and federal guidelines and ACCS Fiscal Procedures
- ◆ Direct and coordinate all financial functions to include budget preparation, financial reporting, general accounting, audits, purchasing, and inventory control
- ◆ Supervise the preparation and award of all competitive bids and public works consolidation in compliance with State bid law
- ◆ Establish and maintain an appropriate system of internal accounting and administrative controls in all business functions
- ◆ Responsible for the management and accountability of the College's investments
- ◆ Provide the Executive Vice President with regular analysis of cash flow as well as forecasting

Additional Responsibilities

- ◆ Manage auxiliary services to include operations and management of campus bookstores, food services, and vending to ensure maximum function and efficiency
- ◆ Manage business services including insurance, facility inventory, equipment inventory, master plan, and utilities
- ◆ Process employee accident claims per the guidelines of the State Board of Adjustment
- ◆ Maintain or increase competency by seeking new knowledge, improving skills, and updating professional competencies
- ◆ Perform other duties as assigned by the Executive Vice President

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching; regular movement between office locations and campus buildings
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers, with a need for precision in handling detailed financial documents and reports
- ◆ **Lifting:** Ability to lift and carry materials, including financial records and presentation materials, weighing up to 20 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for collaboration with internal and external stakeholders

Work Environment:

- ◆ **Setting:** The position is based in a typical office environment within an educational institution, with occasional attendance at meetings, both on and off campus
- ◆ **Travel:** Occasional travel may be required to attend conferences, professional development events, or meetings with financial partners
- ◆ **Schedule:** Standard work hours are expected; however, flexibility may be necessary to accommodate reporting deadlines, audits, or strategic planning needs
- ◆ **Interaction:** Regular collaboration with executive leadership, faculty, staff, and external regulatory agencies

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date