

CLASSIFICATION SPECIFICATION

Assistant to the Vice President for Finance

FT/PT Class Code: 5128, 5628 Pay Grade: B/C 12 FLSA: Non-Exempt Rev. 07/01/14

SUMMARY STATEMENT: An incumbent is responsible for providing administrative support to the Vice President for Finance in a variety of operational areas; including payroll, accounting, purchasing and DEMEP accounting activities, researching and compiling a variety of reports, and coordinating the work of various task forces and committees.

NATURE AND SCOPE:

The incumbent reports directly to the Vice President for Finance. The incumbent provides support in areas that include, but are not limited to, those listed in the summary statement as well as: disseminating directives; preparing various reports; assisting in budget preparation and development by maintaining records and/or compiling data; performing special projects and studies; obtaining, organizing, and drafting administrative materials; and acting as a liaison between the Vice President for Finance, administrators, deans, directors, faculty, staff, and outside agencies.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Acts as principal assistant to the Vice President for Finance in a variety of operational areas, including acting as a liaison with the general public, State Budget Office, Office of the Controller General, Treasurer's Office, Board of Trustees, legislators, auditors outside legal counsel and other state/federal agencies to make inquiries and respond to requests on behalf of the Vice President for Finance.
2. Acts as an Assistant Treasurer for the Delaware Manufacturing Extension Partnership (DEMEP) by reviewing monthly financial statements provided by DEMEP personnel, analyzing expenditure reports, and reviewing current and projected annual operating budgets for discussion with the Treasurer.
3. Compiles campus budgets, reconciles campus position lists and entry of new positions requested in preparing and submission of operation and capital budget requests.
4. Facilitates processing and approval of new hire request forms, bid documents, pay vouchers and requests for disbursements.
5. Obtains, organizes and/or drafts technical and administrative material necessary for information dissemination for the Vice President for Finance. Prepares monthly expenditure report from information supplied by the Accounting Department to be distributed to the Board of Trustees, Business Managers, and Vice President and Campus Directors.
6. Performs research and compiles data for reports and special assignments.

PRINCIPAL ACCOUNTABILITIES, cont'd:

7. Maintains daily appointment calendar for the Vice President for Finance. Arranges staff, Administrative Services, Financial Aid Officer, Business Manager and other meetings.
8. Serves on and supports various committees, task forces, and Ad Hoc President's Council.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of College operations, policies, practices, and procedures.
- ◇ Knowledge of policies and procedures of support services, such as records management, purchasing, and equipment maintenance and repair.
- ◇ Knowledge of spreadsheet software.
- ◇ Skill in handling complaints tactfully and thoroughly.
- ◇ Skill in effective communication, both orally and in writing.
- ◇ Skill in the compilation, research, and analysis of information.
- ◇ Ability to effectively communicate, orally and in writing.
- ◇ Ability to manage multiple projects and meet deadlines.
- ◇ Knowledge of database, word processing, and spreadsheet software programs.
- ◇ Excellent organizational, interpersonal, and communication skills.
- ◇ Ability to communicate effectively and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and four (4) years of responsible administrative support experience; or other equivalent combination of education and experience.