

Classification Description



**Job Title: Assistant Vice President,
Financial Planning and Athletics**

Pay Grade: Administrator

Job Code: 4091

FLSA Status: Exempt

Job Purpose

Under administrative direction of the Office of the President, the Assistant Vice President (AVP), Financial Planning and Athletics serves as the chief budget officer for Florida SouthWestern State College, including all campuses and educational centers. This position will plan, organize and direct all work activities in budget development and monitoring, financial planning and analysis and capital planning to ensure accurate budgets, strong performance, and a full understanding of revenue, expenditures and industry standards. As the College's chief budget officer, the AVP oversees the budget and financial planning office and is responsible for leading the management, planning, analysis, execution, reporting, cost containment of, and accountability for College resources.

Additionally, the Assistant Vice President of Athletics at Florida SouthWestern State College (FSW) is responsible for providing strategic leadership and direction for the College's athletic programs. The AVP will drive the development and implementation of long-term plans to enhance the competitiveness, compliance, and visibility of FSW's athletic programs. The AVP will ensure that athletic initiatives align with the College's mission and strategic objectives, contributing to student development, community engagement, and institutional success.

This position creates incentives to grow resources while managing costs, encourages innovation, and aligns resources with the institution's strategic vision and goals. This position plays a critical role in leading financial analysis, modeling, and planning that clearly show resource availability, thereby facilitating administrators' ability to enact plans to achieve the institutional vision.

The AVP, Financial Planning and Athletics will be a strategic and collaborative leader with substantial financial management experience. The incumbent will also require the demonstrated ability to work well in a complex environment and be committed to using his/her expertise to advance the College's mission and highest priorities.

The position is a highly visible member of the Administrative team, and will have regular interaction with multiple stakeholders across the College including School Deans, Associate Deans, Department Administrators, and the Finance team. This is a College Administrator on annual contract position.

General Responsibilities

Essential Functions

Recommends policies and procedures and subsequently monitors revenues and expenditures of all authorized budgets to encourage expansion of the College's resource base and ensure adherence to policies and procedures, fulfillment of reserve requirements for designated units, and prudent and mission-consistent use of funds.

Oversees the administration of the College's athletic programs, ensuring compliance with all relevant regulations and standards.

Develops and implements strategies to enhance the competitiveness and visibility of FSW's athletic programs.

Identifies opportunities for expanding and enhancing athletic programs, including adding new sports, upgrading facilities, and securing funding for program initiatives.

Develops and manages the budget for the athletics department, ensuring financial resources are used efficiently and effectively. Monitors expenditures and revenues, making adjustments as necessary to stay within budget.

Prioritizes and allocates resources to various athletic programs based on strategic goals, program needs, and performance outcomes. Ensures equitable distribution of resources across all programs.

Analyzes available scholarship funds for student-athletes ensuring awarded scholarship dollars do not exceed available scholarship dollars.

Oversee the College's efforts to increase public engagement to encourage and increase attendance at athletic events.

Develops a long-term plan to spearhead efforts to engage the public to support FSW athletics which may include game attendance, fundraising opportunities, and volunteer opportunities.

Oversees and reviews the monthly and/or quarterly financial reports presented to the District Board of Trustees.

Leads the annual budgeting process ensuring that all constituents are fully engaged and supported such that a timely development of the budget is achieved and communicated to all levels of the organization.

Responsible for preparing the College's annual budget and operating plans for approval by the District Board of Trustees, the Florida Board of Education and the Division of Community Colleges; includes information related to student activity fees, auxiliary, grants, construction, technology, financial aid, tuition and fees, wage and salary schedule, and investment policy.

ASSISTANT VICE PRESIDENT, FINANCIAL PLANNING AND ATHLETICS

Provides leadership and participates in the development, implementation and control of improvements to the College's budget system (Banner). Develops procedures and controls related to budget development, financial planning and position control.

Reviews annual and intermediate College-wide budget periodically to analyze trends affecting College-wide budget needs. Analyzes actual and proposed revenue and expenditures, verifies that amounts are within budget parameters and reviews budget adjustment submissions including written and oral analyses. Reviews capital outlay requests and grant reports.

Conducts revenue and expense forecasts and periodic re-forecasts, ensuring that they accurately reflect up-to-date conditions to permit administration to anticipate financial needs.

Develops integrated financial analysis, projections, reports and presentations; identifies trends and developments in operational environments; ensures administration is apprised of the budget status of the College's various funds.

Oversees preparation of monthly, quarterly, and ad hoc financial reporting, including comparative reports of GAAP operating results and financial position and variance explanations.

Oversees the preparation of federal, state, and local financial reports, such as the annual Cost Analysis Report, Student Activity Fee Report and Technology Expenditure Report.

Develops and implements strategic goals for areas of responsibility, insuring consistency with College goals. Creates and implements policies and procedures in support of those goals and identifies key controls that impact financial reporting and ensure College adheres to established guidelines.

Provides leadership to employees serving to coordinate and administer the College budget, departmental budgets, position control, grants, capital planning and College financial reporting objectives. Provides guidance and instills best operating practices as it relates to the development, monitoring and reporting of the budget.

Plans and directs the recruitment, training development and evaluation of subordinates for areas of responsibility.

Meets with College administrators and executives to develop measurable objectives for the delivery of services and to identify proper resource allocation in budgetary terms to achieve objectives.

Assists administrators and executives in the proper and effective use of the finance and budget system, develops end user training and reports, as necessary.

Analyzes legislative and Board of Education changes that affect the College's fiscal accountability and makes recommendations pertaining to implementation of policies and procedures as a result of such changes. Must be conversant with persons on the state level regarding financial matters.

ASSISTANT VICE PRESIDENT, FINANCIAL PLANNING AND ATHLETICS

Oversees the development and maintenance of position budgets with the Human Resources Department; advises on personnel changes as to budget, as needed.

Oversees and supports budget development and financial reporting of the Florida SouthWestern State Collegiate High Schools.

Researches special projects as assigned and prepares detailed financial analyses. Prepares financial analyses and budget reports for the management of Financial Services, as needed.

Serves as a member of College-wide committees, as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education in accounting, finance, business, public administration or a related field.

Six (6) years of progressive full-time professional experience and demonstrated success in entity-wide budget preparation and review.

Knowledge of the principles and practices of fund accounting. Experience related to short and long range capital planning and budgeting.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.

ASSISTANT VICE PRESIDENT, FINANCIAL PLANNING AND ATHLETICS

- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: May 28, 2024.