



## Sisseton Wahpeton College

Administrative Department

**TITLE:** Vice President of Administrative Services  
**REPORTS TO:** SWC President  
**SALARY:** DOE  
**TOUR OF DUTY:** Generally 8:00 a.m. to 4:30 p.m., M-F; EXEMPT  
**SUPERVISES:** Auxiliary Services Departments as assigned

### **Description**

Acts as the Chief Business Officer for the college, the VP plans, organizes, and directs comprehensive financial and administrative service programs, including financial and fiscal services, budget development and management, expenditure control, purchasing control, college cash management, facilities operations, capital construction, personnel services, technology services, campus safety, and other auxiliary services such as bookstore, dorms, and food services. Incumbents is a part of the President's Leadership Team and works collaboratively with executive leadership.

### **Student Success**

- Ensure high quality customer service and creates a welcoming environment that assists students in navigating the college's processes.
- Lead with vision, empathy, and care for the intellectual growth and personal well-being of all students.
- Ensure that the VP office is responsive to opportunities and concerns across the campus.
- Ensure accurate information in student financial policies, publications, standardized letters, manuals, and forms used in student billing administration.

### **Staff Development and Support**

- Identify professional development needs of the staff in administration and finance, campus safety, and facilities.
- Conduct and/or participate in staff training as assigned.
- Provides performance assessments and recommendations for to the President regarding personal actions

### **Strategic Leadership and Direction**

- Coordinate and supervise the preparation and expenditure of the college's annual operating budget; exercise expenditure and purchasing control; prepare and administer the annual budget for all administrative services operations.
- Coordinate college-level planning for new facilities and renovations and coordinate district staff and contractor transactions during the construction of buildings and facilities.
- Manage technology services and facilitate technology planning in coordination with the Information Technology Services Department
- Participate in college long-range planning for programs, services, grants, facilities, technology and coordinate financial planning with the integrated planning process.
- Provide leadership in strategic planning processes, particularly relating to financial and budgetary components, maintaining a high degree of financial accountability and transparency.
- Assist with designing and delivering a strategic multiyear program of institutional grant support to advance the college's mission, vision, and institutional priorities.
- Assist with preparation of cost estimates for major projects and construction planning.
- Present fiscal projections to the President, and other appropriate personnel, for budgetary and programmatic planning



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- Schedule the annual audit and work with auditors by answering questions, providing necessary information and explaining the accounting/financial system. Implement appropriate corrective action plans.
- Create contemporary, effective interventions and innovations that are solution-focused.
- Provide financial data to assist with setting enrollment targets.
- Move the College toward paperless financial operations.
- Working with Human Resources, establish a compensation philosophy and pay scale.

### **Operational Leadership**

- Manage college operation activities, including the maintenance of college buildings and grounds areas and custodial services in coordination with the Maintenance and Operations Department.
- Administer the safety and emergency programs of the college in collaboration with Campus Safety police.
- Review and negotiate the indirect cost rate for the college on an annual basis.
- prepare regular financial reports to the College President, Board of Directors, and other appropriate groups.
- Assure compliance with all Federal and State regulations related to business services and college operations, including the completion of all necessary State and Federal reports. Adheres to confidentiality requirements.
- Monitoring and controlling cash flow
- Prepares reports and presentations for college leadership, conveying the impact of administrative services.
- Support fundraising efforts; lead initiatives that garner charitable and grant support for strategic initiatives.
- Track and report all donations and gifts that support the College's advancement.
- Provide support for grant proposals and budget development, editing proposal narratives and budgetary justifications, and coordinating proposal supporting materials
- Schedule the annual audit and work with auditors by answering questions, providing necessary information and explaining the accounting/financial system. Implement appropriate corrective action plans.
- Monitor fiscal compliance, analyze, and maintain financial transactions and accounting for a wide variety of grants.
- Develop, direct, coordinate, and supervise the programs, personnel, operations, and activities of all college or continuing education business services programs and ensure compliance with policies, Education Code, and State and Federal regulations; directly supervise administrative services personnel.
- Complies with all college, tribal, and federal policies, regulations and laws that govern the College.
- Participates on College committees and in faculty/staff meetings.
- Performs other duties as assigned.

### **Building Partnerships & Collaboration**

- Provides expert consultation to college leadership on financial issues, including cost identification, available assets, and revenue and expense analysis.
- Interact with faculty, staff, students, and community members to advance the College and promote Dakota values.



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### **Strategic Leadership and Direction**

- Translate and communicate key strategic finance, business, and operational information from all levels of the college.
- Schedule the annual audit and work with auditors by answering questions, providing necessary information and explaining the accounting/financial system. Implement appropriate corrective action plans.
- Selection and maintenance of financial software

### **Education & Experience**

- Master's degree in Finance, Accounting, Public Administration, or Business Administration or related fields or equivalent work experience in lieu of degree.

### **Minimum Qualifications**

- Experience 4 years of fiscal management, finance experience.
- Must have proven, effective auditing experience
- Thorough knowledge of Governmental Accounting Standards
- Working knowledge of GAAP and OMB standards.
- Understanding the complexity of financial functions and impacts of college operations.
- Ability to organize operations, policies, and objectives efficiently.
- Experience 2 years with personnel, budgeting and accounting procedures.
- Ability to implement modern office practices, procedures for payroll, equipment and record-keeping.
- Excellent motivational and people coordination skills.
- Excellent oral and written communications skills.
- Proven ability to analyze situations accurately and take effective courses of action.
- Develop and manage diverse program areas and offer clear leadership.
- Ability to Plan, schedule, and supervise work.

### **Preferred Qualifications**

- Understanding of contract law as applicable to colleges.
- Three (3) years' experience in a supervisory role.
- Three (3) years' experience as a finance officer.
- Three (3) years' experience in as auditor.
- Three (3) years' experience working with grants/sponsored programs.
- Skill in examining and developing effective standard operating procedures.
- Principles of business management, supervision and facilities management.
- Principles of public administration personnel and accounting management.

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Employee Signature

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Date

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Director of Human Resources

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Date