

Toccoa Falls College

Position Title: Vice President for Finance
Department: Administration
Reports to: President
Category: Exempt
Appointment: 12 Months, Full-time, Salary
Pay Grade: 32

POSITION SUMMARY:

The VP for Finance is the administrative officer charged with the financial affairs of the college. This full-time, exempt position serves as Chief Financial Officer and provides management and leadership over the college's resources. She or he oversees the operations and staff of the Business Office including Human Resources, payroll, receipts and disbursements, general ledger accounting, audit oversight, corporate insurance, property and business income taxes, banking and investing relationships, and related functions. The Vice President serves on the President's Cabinet and reports directly to the President.

TASKS:

- Coordinate the preparation, monitoring, and control of the annual budget.
- Oversee the Business Office, business operations, and the financial accounting of the college.
- Oversee the Human Resources and other business related functions.
- Manage the investments of the college (cash management).
- Act as Corporate Treasurer.
- Oversee the preparation of financial reports for internal and external reporting.
- Coordinate the annual financial audit.
- Implement risk management.
- Maintain internal control systems.

SKILLS AND ATTRIBUTES:

- Judgment & Decision Making – considering the relative costs and benefits of actions.
- Financial Resources Management – Determining how to effectively support the operations of the college, and accounting for these expenditures.
- Critical Thinking/Problem Solving – Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Communication – outstanding verbal and written communication.
- Team building and human resource management
- Proficiency in computer software programs, primarily spreadsheets
- Mature Christian faith
- Appreciation for the values and dynamics of a Christian College

EXPERIENCE & EDUCATION:

Master's Degree in finance, accounting or a related field required; a minimum of 5 years' experience in related field required; CPA and higher education work experience preferred.

PHYSICAL REQUIREMENTS:

Must be able to climb steps, lift files and boxes weighing up to 25 pounds.

APPLICATION PROCESS: A cover letter and resume, along with a completed TFC staff application should be sent to: Mary Kaye Ritchey, Director of Human Resources, Toccoa Falls College, 107 Kincaid Dr. MSC750, Toccoa Falls, GA 30598 or via email to mritchey@tfc.edu. Review will begin immediately and the position will remain open until filled. The TFC staff application can be found at <http://www.tfc.edu/employment/>. All application materials must be submitted in order for a candidate to be considered.