

# HUBBARD COLLEGE OF ADMINISTRATION OF TAMPA BAY, INC.

**Job Description:** Vice President of Finance and Administrative Services  
**Organization:** Hubbard College of Administration of Tampa Bay, Inc. (the "College")  
**Office:** 630 Chestnut Street | Clearwater, FL 33756 | [www.hcatampabay.org](http://www.hcatampabay.org)  
(813) 923-7993 | [careers@hcatampabay.org](mailto:careers@hcatampabay.org)

## **SUMMARY OF POSITION:**

The Vice President of Finance and Administrative Services oversees Division 3, "Finance and Administrative Services" of the College.

Under the direction of the President, the Vice President of the Finance and Administrative Services Division is responsible for providing leadership and direction to the departments of Division 3 with direct oversight of the Director of Income, the Director of Disbursements and the Director of Records, Assets and Materiel.

The Vice President of Finance and Administrative Services provides direction and supervision to the financial management and administrative operations of the College. The Vice President of Finance and Administrative Services ensures the efficient and effective utilization of resources while maintaining compliance with relevant regulations and policies.

The Vice President of Finance and Administrative Services oversees financial management services including development and implementation of financial strategies to support the College's goals and objectives; directs budget planning, forecasting and financial reporting processes; manages incomes, disbursements and records to ensure accurate and transparent financial transactions; and monitors and analyzes financial performance, identifying areas for improvement and cost-saving opportunities.

The Vice President of Finance and Administrative Services provides leadership and direction in administrative functions including purchasing, payroll, employee benefits and bookkeeping; oversees accounts receivable, collections and ensures timely processing of payments; manages procurement processes, vendor contracts and negotiations to optimize cost-efficiency; and directs the mail and transportation services, printing services and supplies procurement.

The Vice President of Finance and Administrative Services has primary leadership responsibilities for planning, implementing and coordinating a comprehensive array financial and administrative services of the College. In assuming these responsibilities, the Vice President works closely with Deans, Directors and other administrators.

The Vice President of Finance and Administrative Services serves as a leader in the long-term planning of the financial and administrative services division; ensuring the financial stability and operational efficiency of the educational institution; the selection and development of administrators and staff; and advancement of the goals and objectives of the College, contributing to its overall success and sustainability.

The Vice President of Finance and Administrative Services serves as an advisor to the President in matters related to financial and administrative programs and services.

The Vice President of Finance and Administrative Services works with all Division Vice Presidents on matters related to the coordination of respective programs and services.

The Vice President of Finance and Administrative Services will be accountable for the achievement of the College goals and objectives within the scope of Finance and Administrative Services as set forth in the College's Strategic Plan.

The candidate for this position is an experienced leader with a clear, focused commitment to providing leadership and vision to the Finance and Administrative Services Division of the institution. This candidate is a creative, visionary leader who will inspire staff, colleagues and the community.

The candidate is a critical thinker who seeks innovative solutions to problem-solving and possesses outstanding interpersonal, written and oral communication skills.

The candidate is highly ethical, trustworthy, credible, loyal and respectful of varying views and opinions.

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The candidate is flexible and is a person whose leadership style is collegial, approachable and is accessible on campus and in the community.

The candidate is able to delegate responsibility and authority while maintaining accountability.

The candidate fosters cohesion and a sense of unity for the good of the College community.

## **ESSENTIAL FUNCTIONS AND DUTIES**

- Provides direction, coordination, supervision and evaluation of the Income Department, including the management of the financial health of the College by overseeing accounts receivable and collections processes, thus ensuring funds for services and sales are fully collected;
- Provides direction, coordination, supervision and evaluation of the Disbursements Department, including the management of the financial health of the College by overseeing financial operations related to purchasing, disbursements, payroll, employee benefits and bookkeeping thus ensuring creditors are satisfied, records of financial transactions are audited and securely preserved and liquid assets are securely banked, accounted for and safeguarded;
- Provides direction, coordination, supervision and evaluation of the Records, Assets and Materiel Department, including the management of internal records, mail and transportation, printing services, supplies, materiel and assets, facility maintenance, grounds and custodial services, thus ensuring valuable records are preserved, materiel assets are maintained, retaining their usefulness and value and the provision of a safe, attractive and sustainable outdoor environment for students, faculty, staff and visitors;
- Possesses the vision to guide the College's finance and administrative programs and services into the future; implements a process for systematic divisional program review and utilizes the results and recommendations to strengthen financial and administrative operations;
- Understands and appreciates the mission of the College and is able to relate it to all constituencies; aids in making decisions consistent with the mission and goals of the College;
- Provides innovative, successful leadership and vision to the departments of Division 3; develops effective practices, policies and procedures within Division 3, and receives recommendations from administrators, faculty and staff of other institutional divisions and departments regarding financial and administrative services and programs and related matters;
- Acts as the officer in the recruitment and selection of Division 3 administrators and recommends to the President the employment of those selected;
- Represents the College as the Vice President of Finance and Administrative Services at professional meetings and conferences; serves on relevant committees and commissions; makes presentations at meetings, workshops and events as assigned;
- Works effectively with vendors, contractors and business, industry, government and legislative bodies to develop partnerships which result in improved financial and administrative services and programs;
- Participates in open sessions of the Board of Trustees as needed;
- Prepares, submits and monitors the annual budget for areas of responsibility;
- Trains, supervises, evaluates and directs the work of assigned personnel;
- Completes other duties as assigned by the President;
- Follows safety rules and maintains personal safety and the safety of others, including maintaining a clean and safe work area;
- Records and reports information accurately as required; and
- Follows employee and organizational policy.

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## **NON-ESSENTIAL FUNCTIONS AND DUTIES**

- Participates in ongoing training.
- Other duties as may be assigned, directed, or requested.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The Vice President of Finance and Administrative Services will have the following:

- In-depth knowledge of financial principles, budgeting processes and accounting practices;
  - Ability to analyze financial data, identify trends and make strategic recommendations;
  - Knowledge of regulatory requirements and compliance standards in financial management;
  - Experience in streamlining administrative processes and optimizing resource allocation;
  - Knowledge of administrative systems and technologies to enhance efficiency and productivity;
  - Organizational skills to manage multiple tasks and deadlines effectively;
  - Ability to negotiate service agreements and pricing terms to optimize value and ensure service quality;
  - Knowledge of payroll administration and employee benefits management;
  - knowledge of facility maintenance including grounds and custodial services;
  - Knowledge of the Hubbard College of Administration Management System; and
- Knowledge of relevant state and federal regulations governing higher education, including but not limited to Florida's regulatory environment for private colleges.

## **REQUIRED QUALIFICATIONS**

The Vice President of Finance and Administrative Services will possess:

- A master's degree from an accredited institution in Finance, Accounting, Business Administration or related field;
- Three years of administrative level leadership and experience in higher education that demonstrates proven experience in financial management and administrative operations, including facilities management; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above; and
- An understanding of the mission of the College and the Hubbard College of Administration Management System.

## **DESIRED QUALIFICATIONS**

The desired qualifications for this position are:

- An earned doctorate from an accredited institution;

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- Three years of senior administrative level leadership and experience in higher education of increasing responsibility involving financial, administrative and facilities planning functions;
- Extensive experience in strategic resource management, finance administration and operations; and
- Demonstrated knowledge of and experience in fund accounting, cash flow management, budget preparation and management, long-and short-term institutional financial planning and budget projections.

## **PHYSICAL REQUIREMENTS**

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee:

- Must be able to type on a computer keyboard, using a computer mouse and computer monitor for 8 hours at a time.
- Must be able to sit at a desk for approximately 8 hours per day (with periodic breaks allowed) while using a computer.
- Must have manual dexterity to be able to use a computer, phone, and camera and related equipment in an office environment.

## **LANGUAGE SKILLS**

Ability to read and interpret information, instructions, software applications, technical information, company policies, documents and safety rules. Ability to explain policies, procedures, and processes in laymen's terms; ability to compile pieces of information into a cohesive whole to achieve the most elegant communication possible.

## **MATHEMATICAL SKILLS**

Knowledge of financial mathematics including the ability to analyze financial statements, budgets and reports to identify trends and variances. Knowledge of budget management, including forecasting future financial needs based on historical data and projected changes. Skilled in utilizing statistical methods to analyze data related to enrollment trends, revenue streams and expenses. Familiarity with basic accounting principles and practices, including accrual accounting, financial statements and auditing procedures.

## **REASONING ABILITY**

Ability to apply common-sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to apply reason to problems, such as determining the appropriate creative message of a marketing piece.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Work is performed primarily in an office environment.
- The noise level in the work environment is usually quiet to moderate.
- The employee must be able to work in a fast-paced, team environment.