

FLORIDA GATEWAY COLLEGE

Job Description

DIRECTOR - BUSINESS SERVICES

DISTINGUISHING CHARACTERISTICS:

This position is a vital administrative post involved in the overall general financial operations of a community college. An employee in a position allocated to this class is responsible for the payroll operation, receipt and disbursement of all funds and the maintenance of an accounting system to comply with federal, state, and college laws, regulations, and policies. The employee is responsible for preparing departmental budget requests for all expenses of the college. An employee in a position allocated to this class must have a significant role in the preparation and administration of budgets; or must perform duties which include exercising independent judgment in formulating or assisting in the formulation of policies and procedures which may have a significant impact in financial administration and business operations.

ESSENTIAL JOB FUNCTIONS:

(Note The following examples of work as listed in this job descriptions are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Responsible for timely completion of all college financial reports.

Responsible for monitoring compliance with various federal and state laws, State Board of Education Rules and Regulations, and Florida Gateway College policies and procedures, and responsible for recommending corrective action when necessary to ensure compliance.

Responsible for maintaining controls to ensure college stays within its operating budget and the proper internal control of cash.

Manages college investment program and monitors college cash flow.

Has supervisory responsibility over accounts receivable, accounts payable, financial aid accounting, cashier, property records, payroll, federal contracts reporting, computer balancing, and general bookkeeping.

Responsible for monitoring college computerized accounting system.

Responsible for monitoring the college's purchasing processes.

Negotiates contracts when necessary.

Maintains correspondence with college attorney for processing of lawsuits to collect delinquent accounts.

Responsible for monitoring all funds to ensure that these accounts stay solvent or within budget.

(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 marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of basic statistical concepts. Knowledge of accounting principles Knowledge of Florida School Laws and State Board of Education Rules. Knowledge of college policies and accounting systems. Ability to communicate effectively. Ability to make independent judgments. Ability to interpret State Board Rules, Florida Statutes and college policies. Ability to prepare statistical data as needed. Ability to solve problems related to personnel.

EDUCATION AND EXPERIENCE:

Current CPA Certificate; Bachelor's Degree in business administration or related field plus at least three (3) years experience in financial and accounting operations in supervisory capacity. Must be bondable. Prefer advanced degree in business related area and previous experience in college financial management. Computer literate desirable.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Lynda Michelle Holloway

255 S.E. Whistle Loop

Lake City, FL

32025

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PROFILE

Professional and dedicated individual with 18 years experience in banking. Skilled in employee and public relations. Deemed CPA eligible by the National Association of State Boards of Accountancy.

WORK HISTORY

March 2015 – Present

Director of Business Services
Florida Gateway College
Lake City, FL

Responsibilities:

Directly supervise 10 department employees
Prepare monthly PECO report
Review journal entries and budget amendments for accuracy
Prepare the annual Costs Analysts report
Review College expenditures to ensure annual budget is maintained
Prepare budget amendments to balance budgetary accounts
Assists Vice President for Business Services in preparing the annual college budget
Prepare the IPEDS report
Prepare monthly updates on the fund balances of the College
Prepare the annual financial reports for the College
Prepare the Financial Aid Fee report

June 2013 - March 2015

Budget Analyst
Florida Gateway College
Lake City, FL

Responsibilities:

Prepare the annual Costs Analysts report
Review College expenditures to ensure annual budget is maintained
Prepare budget amendments to balance budgetary accounts
Assists Vice President for Business Services in preparing the annual college budget

Assists in preparing the IPEDS report
Prepare monthly updates on the fund balances of the College
Assist Director of Business Services in preparing the annual financial reports for the College

June 2011 – June 2013

Bursar
Florida Gateway College
Lake City, FL

Responsibilities:

Supervise accounts receivable and cashing personnel
Reconcile student receivables
Assist in preparing reports for State requirements
Monitor daily reports to ensure accounts are in balance
Supervises student refund processes
Assist Director of Business Services in preparing the annual financial reports for the College

July 1992 – June 2011

Assistant Branch Manager
SunState Federal Credit Union
Lake City, FL

Responsibilities:

Manage 8 employees at two local branches
Manage electronic time cards for branch employees
Process, close and book consumer loans
Assists in consumer loan underwriting
On the job trainer for new member service representatives
Assists in organizing facts and figures required for weekly reports
Maintain compliance with all banking regulations
Conduct surprise monthly audits of cash and negotiable instruments
Prepare semi-annual evaluations for employees

EDUCATION

August 2008 –
May 2010

Saint Leo University
Lake City, FL

GPA: 3.59
Bachelor of Arts, Business Administration with Accounting
Specialization, with a minor in Human Resources

January 2012 -
December 2012

Saint Leo University
Lake City, FL

Master of Business Administration, with a Concentration in Accounting