

FLORIDA GATEWAY COLLEGE

Job Description

VICE PRESIDENT - BUSINESS SERVICES

DISTINGUISHING CHARACTERISTICS:

This is a highly responsible executive, administrative position reporting to the President of the college. An employee in a position allocated to this class is responsible for the supervision and coordination of all phases of the support service function, (which includes the Business Office, Physical Plant, Administrative Data Processing, Bookstore, Food Services) and all budget development and management activities of the college. Duties include the coordination of all State and Federal reports, development of recommendations for a wide range of Physical Plant planning; serving as liaison between college and community, and the coordination of specifications for renovation and new construction. When assigned, assumes the duties of President in President's absence. Employee must have a significant role in the preparation development and administration of the college budget, and perform duties which include exercising independent judgment in formulating or assisting in the formulation of policies and procedures which may have significant impact in personnel administration and employee relations. An employee in this position is required by Florida Statute to file a Statement of Financial Interest (Form 1) annually.

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.)

Supervises the management and operation of all Business Office functions.

Supervises the management and operation of the Bookstore.

Supervises the management and operation of Food Service.

Supervises the management of all budgets.

Supervises the management and operation of the Physical Plant including coordinating renovation and new construction projects.

Supervises planning, maintenance, modification and expansion of computing services.

Coordinates required reports to Board of Trustees, State and Federal agencies, and professional associations.

Provides liaison between college, community, and State Department of Education.

Acts as resource person to faculty, staff and students.

(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 overall community college concept. Knowledge of academic, vocational, and community service functions of the College. Knowledge of accounting and budgeting principles. Knowledge of management principles and practices. Knowledge of Federal, Regional, State and Local laws, rules, regulations, policies and procedures, applicable to the financial area of FGC. Ability to understand physical, academic, and administrative needs of the College. Ability to establish appropriate priorities and goals. Ability to analyze data, set appropriate priorities, meet deadlines, and think analytically. Ability to effectively communicate in both written and oral forms. Ability to develop, evaluate, and analyze Excel spreadsheets.

EDUCATION AND EXPERIENCE:

Masters Degree in Accounting, Business Administration, or a related field (Doctorate degree preferred) plus five years' experience in executive management and administrative business operations preferably in higher education. Must be proficient with computers.

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.)

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EXPERIENCE

July 2014-current

Florida Gateway College

Lake City, FL

Vice President for Business Services

- Oversee the business services operations of the college, which includes the supervision of the Business Office, Bookstore, Purchasing, Physical Plant, Safety/Security, Auxiliary Services, Technology, and Budget.
- Supervise 7 direct reports and indirect supervision of over 50 staff.
- Member of the Executive Council, College Senate, Policies and Procedures Committee, Salary and Benefits Committee, Textbook Committee, and Institutional Effectiveness Committee
- Chair of the Facilities Committee and Safety Committee.
- Oversee planning and implementation of all construction and remodeling projects for the college.
- Responsible for the oversight of the financial and operational audits.
- Oversee the development and monitoring of the \$21 million college budget and all state and federal grants.

January 2010-June 2014

New River Community and Technical College

Beckley, WV

Vice President for Finance and Administration

- Oversee the fiscal and administrative operations of the college, which includes the supervision of the Business Office, Payroll Department, Purchasing Department, Financial Aid Office, Auxiliary Services, Safety/Security, and Physical Plant.
- Supervise 5 direct reports and indirect supervision of 26 total staff on five campuses.
- Member of the President's Cabinet, Accreditation Steering Committee, Staff Council, and Planning Council.
- Chair of the Facilities Committee, Safety Committee, and Budget Committee.
- Oversee planning and implementation of all construction and remodeling projects for college operated facilities.
- Negotiate and oversee all leased property, which currently includes 15 properties.
- Responsible for the annual financial audit and other audits required by the State of West Virginia.
- Oversee the development and monitoring of the \$19 million college budget and all state and federal grants.

Accomplishments

- Provided leadership during the separation of financial operations from Bluefield State College. This included the establishment of the Business Office, Financial Aid Office, and Purchasing Department.
- Implemented the first departmental budgets and revised the budgeting process to align with the strategic planning process.
- Implemented a student pay for print system, to reduce college expenses and provide improved printing services to students.
- Provided financial leadership to guide the College through major growth in facilities. The College has increased facilities by approximately 200,000 square feet in 5 facilities and currently has 3 construction projects underway, which will add an additional 160,000 square feet.

April 2008 – December 2009

William R. Sharpe Jr. Hospital

Weston, WV

Chief Financial Officer

- Managed all fiscal operations of the hospital, which included the supervision of the Accounting/Fiscal Services Office, Purchasing Department, Central Receiving/Store Room, Billing Office, Admissions Office, Health Information Management Office, and Information Technology Department.
- Responsible for an annual operating budget of \$42 million.
- Supervised 7 directors and indirect supervision of 42 total staff.
- Member of the Senior Management Team, Utilization Committee, Diversion Committee, and participated in many state level committees with the Bureau for Behavioral Health and Health Facilities.
- Chair of the Awards and Recognition Committee.
- Worked very closely with the Payroll/Human Resources Office and the Facilities/Maintenance Department. Held weekly meetings with both departments to review budgets, projects, and specific concerns of each department.

Accomplishments

- Implemented the first budgeting process and departmental budgets.
- Implemented approval processes and reduced expenses by \$300,000 during the first year of the new departmental budget.
- Provided leadership in the design for a 50 bed expansion of the hospital.
- Established a state committee of Chief Financial Officers for healthcare facilities to improve communication and collaboration between facilities.
- Provided leadership for Sharpe Hospital to assume patient billing services for an additional hospital to reduce operational costs for the state.

May 1997 – March 2008

West Virginia Wesleyan College

Buckhannon, WV

Director of Administrative Services

- Manage all aspects of the Student Accounts/Business Office, Administrative Services Office, Campus Post Office and the Printing Services/Bulk Mail Center.

- Supervised 7 employees and several student assistants.

Department Overviews:

- Student Accounts/Business Office – managed the financial billing and accounting functions for all of the students at WV Wesleyan College. Including payment plan administration, counseling with students and parents, collections and all other accounts receivables. Responsible for summer conference billing and collections.
- Administrative Services – responsible for the centralized purchasing functions, contract administration, office supply purchases, bidding processes, management of the fleet vehicles, approval of travel expense accounts, travel policies, utility management, college budget manager, and other special projects assigned by the Vice President for Finance.
- Campus Post Office – full service post office, with the ability to mail UPS, Federal Express, US Postal Service. The department housed all faculty, staff and student mail boxes and delivered mail to administrative offices.
- Printing Services/Bulk Mail Center – full service print shop and mailing center with the ability to print in black and full color. The department performed graphic design work, binding, sorting and mailing of materials at the lowest rates possible through the US Postal Service. The department utilized multiple copiers, folders, and a high speed envelope printer.
- Served on the following College committees: finance task force for strategic planning, staff assembly coordinating committee, staff representative for Board of Trustees, staff assembly member, president's administrative council, student travel committee, chair of the college wellness council, landscape and facilities task force for strategic planning, inauguration committee for Dr. Pamela Balch, judicial affairs committee, and miscellaneous committees.

Served in several different capacities with the following titles:

Purchasing Coordinator

Director of Purchasing and Accounts Payable

Director of Purchasing, Accounts Payable and Postal Services

Director of Purchasing, Accounts Payable, Postal Services and the Service Center

Accomplishment

- Implemented the Printing Services Department. Developed the policies, procedures, designed space, and acquired equipment. The department reduced operational costs at the college and provided improved services to faculty and staff.
- Implemented a fleet of 20 college vehicles to be used for faculty, staff, and student travel. Developed the policies, procedures, maintenances schedules, and acquired the vehicles. The fleet of vehicles saved the college a significant amount of money.
- Centralized the purchasing of office supplies and paper to reduce institutional costs.
- Implemented a bulk mail center to allow the College to process all mailings from within the institution and reduce the cost. The bulk mail center had the capability to process mail at the lowest rates available.
- Member of the transition team for converting the financial operations of the college to the Datatel Colleague Administrative Software product as part of a consortium of private institutions in West Virginia.

2004 – 2006

West Virginia Strawberry Festival

Buckhannon, WV

President and Executive Director

- Oversaw the day-to-day operations of one of the largest festivals in the state of West Virginia.
- Managed 25 board members and volunteers.
- Responsible for an operating budget of \$200,000 annually.
- Extensive event planning experience.
- Served in previous years as 2nd Vice President and 1st Vice President.

Instrumental in developing the following new initiatives: business and individual membership (sponsorship) programs to increased revenue by \$25,000, golf tournaments, and securing advertising grants through the West Virginia Tourism Department.

Responsible for the following: grand feature parade, fireman's parade, high school bands, program book, brochures, entertainment, and corporate sponsorships.

2010 – 2013

Buckhannon Choral Society

Buckhannon, WV

Music Director

- Oversee the day to day operation of the 50 member community choir
- Responsible for grant writing, fundraising, recruitment of singers and other musicians and programming of concerts.
- Choir performs 2-3 concerts each year, which feature performances with orchestra.

2004 – 2010

First United Methodist Church

Buckhannon, WV

Director of Music

- Responsible for the music program and director of the chancel choir, youth choir, and handbell choir.
- Active member of the worship planning team and council on ministries.
- Financial manager of the choir scholarship program, general music budget, and choir donation fund.

EDUCATION

1993-1997

West Virginia Wesleyan College

Buckhannon, WV

- B.M.E., Bachelor of Music Education.
- Graduated Cum Laude.
- Recipient of the outstanding senior education student award and outstanding senior music student award.

2004 – 2007

West Virginia University

Morgantown, WV

- Pursued a Master of Educational Leadership Studies, with an emphasis in higher education administration.

2009 - 2010 Mountain State University Beckley, WV

- Master of Science Degree in Strategic Leadership.

2012 – Current Keiser University Ft. Lauderdale, FL

- Currently pursuing a Ph.D. in Educational Leadership

PROFESSIONAL TRAINING

Investools - Investment Education - 2008

WV State Auditor's Conference – 2008 and 2009

WV FIMS Training (State Finance Computer Program) - 2008

WV State Purchasing Conference – 2009

College Business Management Institute (University of Kentucky) – 2010-2012

Clery Center for Security on Campus Training - 2012

Business Officer Training – National Association of College and University Business Officers - 2013

ACTIVITIES, INTEREST AND ACHIEVEMENTS

Church activities: Formerly – Music Director, worship team member, chair of the college ministry team, staff-parish relations committee, and chaired the stewardship team and financial campaign for two years.

Served as a Commissioner for the City of Buckhannon's Police Civil Service Commission. (2005 – 2008)

Recognized in 1996 by the State Journal as one of forty up and coming business and professional leaders in West Virginia as "Generation Next" a new program they began that year.

Graphic design work for WV Wesleyan College, WV Strawberry Festival and First United Methodist Church, and Buckhannon Choral Society - posters, flyers, and brochures.

Vice President of WV Association of Higher Education Fiscal Officers – 2012 and 2013

REFERENCES

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