**POSITION ANNOUNCEMENT**

**POSITION: Executive Director of Administrative Services-Campus TBD**

**POSITION DESCRIPTION:**

This position manages key financial functions within the College and ensures that College funds are properly received, expended, and reported in accordance with college policies and state and federal regulations, serving a range of internal and external stakeholders. This position is responsible for leading, planning, organizing, and directing the college’s compliance, reporting, and fiscal services operations. The position will serve as back up for the Vice President of Administrative Services and share responsibility for planning, organizing, and directing the overall administration and budget of the college’s payroll, operational, and disbursement of student financial aid funds.

**MAJOR DUTIES:**

**SUPERVISORY**

* Trains personnel to achieve established objectives.
* Assigns work to employees, considering factors such as available resources, staff availability and workload.
* Supervises assigned personnel and reviews the work performed by employees in the Administrative Services division.
* Stays abreast, informs and trains staff on accounting, and procurement policies, methods and procedures. Ensures all college, state, federal, and other laws, policies, and regulations are followed.
* Assists staff with solving problems with assignments, policies, and procedures ensuring compliance and accuracy across assigned areas.
* Facilitates general accounting functions, including accounts receivable, accounts payable, account reconciliation, purchasing, asset management, grants and cash management in accordance with established policies, procedures and guidelines.
* Performs other related duties as assigned

**FINANCE**

* Assists in providing financial oversight for over $100 million dollars in operational and personnel service funds, as well as other agency funds.
* Assists the VP for Administrative Services in managing and maintaining institutional services to include accounting, budgeting, purchasing, inventory, asset management and other services.
* Provide a high level of support in the oversight and development of financial strategies, policies, procedures, goals and objectives to assure financial accountability and stability of the College.
* Assists with budgeting operations.
* Analyzes financial reports generated on a monthly basis to determine fiscal integrity and compliance with principles, standards, guidelines, policies and procedures.
* Analyzes financial statistics and other accounting data to maintain proper control and to identify trends impacting the fiscal position of the college.
* Develops and maintain effective working relationships with technical college peers to promote positive public relations by cultivating effective working relationships to facilitate accomplishing goals and objectives.
* Oversees the development, implementation and monitoring of control procedures for audit compliance; coordinates with and assists in external audits.
* Designs and maintains financial internal control structures and accounting procedures. Develops or assists in developing policy and procedures.
* Represents the college by serving on committees and attending conferences.

**FINANCIAL REPORTING**

* Reviews and analyzes financial records for accuracy.
* Oversees the creation and distribution of financial reports for the benefit of supervisors and end users of the college community for fiscal integrity and compliance with principles, standards, guidelines, policies and procedures.
* Assist with the completion of Completes fiscal year financial statements in accordance with Generally Accepted Accounting Principles, Governmental Accounting Standards, and statutory accounting requirements.
* Comply with all state and federal regulations.
* Facilitates the complex task of recording Banner Student Account information into the TeamWorks system.
* Assists in audit/review as required by state, federal or other entities.
* Performs other related duties as assigned.

**KNOWLEDGE REQUIRED:**

* Knowledge of accounting and financial auditing principles.
* Knowledge of financial accounting software.
* Knowledge of governmental accounting procedures.
* Knowledge of the mission of postsecondary vocational/technical education.
* Knowledge of program assessment and strategic planning strategies.
* Knowledge of budget development and management principles.
* Knowledge of student financial services procedures.
* Skill to work cooperatively with, students, faculty, staff and external stakeholders.
* Skill in developing and maintaining close working relationships with community leaders and area businesses and industry executives
* Skill in the delegation of responsibility and authority.
* Skill in the operation of computers and job-related software programs.
* Skill in timely decision making and problem solving.
* Skill in interpersonal relations and in dealing with the public.
* Skill in oral and written communication.

**MINIMUM QUALIFICATIONS:**

* **A bachelor’s degree in accounting or a related field \*and\* Seven (7) years of professional accounting experience, three of which must have been in a managerial capacity.**

**PREFERRED QUALIFICATIONS:**

* A Master’s degree in Business Administration or Accounting is preferred for this position.
* Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
* Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.
* Resides in one of Chattahoochee Technical College’s service area counties.

**SALARY/BENEFITS:** $94,845.90 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE:** November 2025

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@ChattahoocheeTech.edu), and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu).

***A Unit of the Technical College System of Georgia***