



JOB DESCRIPTION- ASSISTANT VICE PRESIDENT OF BUSINESS AFFAIRS

General Description/Primary Purpose: This position reports to the Executive Vice President of Finance and Operations and is responsible for fiscal management and other administrative operations of the institution. This position will serve as the Comptroller for the institution and will assist the Executive Vice President of Finance and Operations with coordination and execution of initiatives and projects.

Classification: Full-Time, Exempt Staff

Salary: Salary commensurate with experience and qualifications, plus full fringe benefits.

Appointment: 12 month contract

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

Description of Duties:

1. Responsible for assisting in planning, developing, organizing and evaluating the College's administrative and support functions.
2. Oversee all fiscal operations and ensure compliance with federal, state, and institutional guidelines.
3. Serve as the chief accountant, ensuring the accuracy and timeliness of financial reporting, including audits, budget preparation, and fiscal planning.
4. Provide leadership and guidance in the preparation of the institution's annual operating budget, revisions, and financial projections.
5. Supervise the preparation of financial statements, including monthly reports to senior leadership and the Board of Regents
6. Direct business services including accounts payable, accounts receivable, payroll, and other financial transactions.
7. Develop and implement cross-training programs for business services personnel to ensure operational continuity.
8. Lead efforts to streamline processes and adopt technology solutions for increased efficiency.
9. Monitor student accounts.
10. Provide management, supervision, and leadership to the employees in the area.

11. Maintain a positive attitude and be responsive to student needs.
12. Assist in developing, refining, and implementing policy related to areas of responsibility.
13. Arrange for the annual internal audit of college fiscal records.
14. Adhere to all college policies and procedures and all federal and state regulations and statutes.
15. Perform all job functions in a timely manner.
16. Evaluate all personnel responsible to the area.
17. Serve on campus committees as appointed.
18. Be actively involved in professional organizations to include COBO, OACUBO, SACUBO, and NACUBO.
19. Accept other responsibilities as assigned.
20. To meet objectives of virtual-work related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
21. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests

Required Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Ability to successfully manage fiscal operations.
- Ability to effectively and consistently supervise, manage, and lead personnel.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of or ability to learn state and federal regulations relating to fiscal operations.
- Problem-solving and conflict resolution skills.
- Knowledge of or ability to become familiar with the two-year and/or community college system in Oklahoma.
- Knowledge of or ability to learn computerized accounting systems.
- Ability to organize work and delegate when appropriate.
- Ability to meet deadlines.

Other Ergonomic Requirements:

Performance of job functions requires the ability to regularly speak, see, hear, write, use keyboards, sit for extended periods of time, as well as perform some amount of stooping, reaching, lifting, walking, and carrying of light loads. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

Monday- Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week), however, job responsibilities may frequently require work and/or travel at various hours.

Qualification Standards:

1. **Minimum Educational Qualifications:** Bachelor's degree or other combination of education and experience. Knowledge of general principles of accounts payable, accounts receivable along with local, state, and federal government regulations/laws preferred. Knowledge of accounting principles and practices as well as financial statements, reports and budgets. Exhibit initiative, mature judgment, resourcefulness, confidentiality and strong interpersonal and communication skills. CPA preferred.
2. **Minimum Experience:** Two-year college and/or university experience in business services or related areas preferred. Experience and/or training in working effectively in a racially and/or culturally diverse workplace.
3. **Professionalism:** The Murray State College staff members are expected to show professional competence, integrity, and enthusiasm in performing all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, professional image while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

Application Process:

1. Letter of application
2. Resume
3. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Complete MSC employment application
5. Submit a Background Check Consent Form

Submit Application to:

Human Resource Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, Oklahoma 73460
MSCemployment@mscok.edu

Application Deadline:

The position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.