



Job Description

Dean of Administrative Services

JD: 2303
Pay Grade: G17

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum five (5) years' experience in college administration, including budget management and supervisory experience.

Minimum Education Requirements: Master's degree, preferably in Business, Finance, Accounting, or related field.

Direct Supervisor: President.

Supervisory Responsibility: Direct (5); Indirect (0)

Primary Work Location: Office Setting.

Job Summary: This position is an executive-level position reporting to the President. This position directs the budget development and budget management functions of the College, and oversees fiscal functions, including financial planning and management, in accordance with generally accepted accounting principles. Responsibilities include overseeing through the Director of Fiscal Operations establishment of financial policies, procedures, controls, and reporting systems that facilitate legal and regulatory compliance of accounting and financial reporting functions. This position also oversees college support offices that include Compliance; Facilities, Security, and Capital Projects; Information Technology, and Financial Aid, and ensures contract compliance with the College's third-party food services provider.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Create and implement a divisional operating plan and financial plan that reflects the College's priorities contained in its Strategic Plan.
- Prepare, in coordination with other administrative units, the college budget request for the approval of the President and Board of Trustees.
- Establishes and maintains exceptional internal and external customer service throughout the division.
- Oversee development of, and recommend, fiscal policies, as well as internal control procedures, to the President and Board of Trustees.
- Develop and recommend administrative policies to the President and Board of Trustees.
- Advise the President on legal matters with financial implications.
- Provide monthly departmental reports and Revenue and Expenditure reports to the Board of Trustees and attend Audit meetings.
- Serve as a College representative on the Garrett County Health Coalition.
- Chair the Finance, Facilities, Safety, Technology Committee within the governance structure.
- Approve preparation of financial reports as required by Federal, State or local agencies, and ensure compliance with applicable regulations. Reports include but are not limited to General Purpose Financial Statements, CC-4, CC-5, Single Audit, IPEDS Finance Survey, and Annual Financial Restricted Program Reports for grants.



Job Description

Dean of Administrative Services

JD: 2303
Pay Grade: G17

- Manage the receipt, investment, and use of general funds and all associated reporting to College officials and management.
- Oversee an appropriate system of fixed asset inventory control.
- Review a system of internal accounting controls and ensure their compliance with generally accepted principals of fund accounting.
- Evaluate internal financial controls, improve procedures and recommend policies as appropriate.
- Ensure compliance with federal and state laws and regulations.
- Review and sign contracts and purchase orders and checks.
- Serve as liaison with related County and State officials.
- Oversee development of internal controls and cost control systems to facilitate timely and accurate financial information.
- Ensure proper preparation for the College's annual audit as well as any special audits and serve as liaison between the auditors and the College.
- Attend appropriate internal and external meetings, including the MACC Business Officer affinity group meetings.
- Serve as the College's Public Information Officer when the College receives Maryland Public Information Act requests.
- Effectively perform as a member of the team in carrying out the College's Mission Statement.
- Collaborate with the Garrett College Foundation on grants procedures and audit actions.
- Perform other tasks and duties assigned by supervision.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles of Accounting and automated accounting systems.
- Federal and State regulations pertaining to finance.
- Internal Revenue Service regulations.
- Principles of finance related to time value of money concepts with pension, health benefits, and financing transactions.
- Government fund accounting.
- Broad understanding of finance and data-driven decision-making.
- Risk management.
- Internal controls and parameters for separation of duties.
- College policies and procedures pertaining to Finance.
- Computer software used within department to include but not limited to Microsoft Office applications.



Job Description

Dean of Administrative Services

JD: 2303
Pay Grade: G17

Skills

- Strong budget skills.
- Strong problem-identification and problem-solving skills.
- Strong written and oral communications and relational skills.
- Strong organizational skills with attention to detail.
- Strong analytical and spreadsheet skills.
- Strong database management.
- Strong supervisory skills.
- Following and relaying complex oral and written instructions, policies and procedures.
- Operating a variety of office equipment, including laptop, printer, calculator, and copier.

Abilities

- Hold self and staff to high standards of accuracy, timeliness, and compliance with regulations.
- Work cooperatively with administration, faculty and staff to achieve compliance with budget procedures and constraints.
- Represent the College to the County Commissioners' budget office and other finance-related community entities.
- Work collaboratively with the state-level entities on governmental, political and legislative processes and on finance-related higher education/community college issues.
- Demonstrated experience or capacity to think strategically and recommend solutions that advance the College's mission, strategic goals, cost containment, and revenue generation.
- Oversee management of automated accounting systems.
- Communicate effectively in a wide range of situations.
- Maintain confidentiality.
- Establishing and maintaining effective working relationships with faculty, staff, students, and members of the public.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Read and understand written instruction and communicate information and ideas in clear and concise written form.



Job Description

Dean of Administrative Services

JD: 2303
Pay Grade: G17

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature Date

Supervisor Signature Date

Human Resources Date