

## Job Functions for Vice President in Administration & Finance:

1. Leads the Administration and Finance Division of the College to provide outstanding support services to the college community in alignment with the College's Strategic Plan and in a cost-effective manner. Cultivate strong and positive working relationships with the President, Board of Trustees, staff colleagues, and community partners.
2. Provides leadership in all aspects of financial management, including budget development, financial forecasting, capital improvements planning, investment oversight, business operations, internal control, audit preparation, contract oversight and fiscal analysis.
3. Promotes a highly-qualified, diverse and motivated workforce by ensuring effective employee recruitment, onboarding, positive employee relations and continuous professional development.
4. Develops short- and long-term financial plans that ensure College finances and budgets are managed in accordance with state law and generally accepted accounting principles.
5. Collaborates with cross-functional teams and provide value-added analysis and support of strategic initiatives, including new business opportunities consistent with institutional mission, cost-saving opportunities, and process improvement/re-engineering.
6. Advises the President's Cabinet, Finance & Audit Board Committee, Student Senate, and the campus community on the fee-setting processes and outcomes, and the short and long-term impacts of these on the College.
7. Spearheads short- and long-term plans for maintenance and improvement of the College's physical plant.
8. Ensures that auxiliary services operations for dining services and the College Store provide high quality, affordable options for the campus community while providing a positive financial return to the College.
9. Provides executive leadership to the Information Technology Department to ensure appropriate, up-to-date, innovative yet affordable technology support for instruction and business operations.
10. Supervises the Chief of Police, and delegates accordingly to ensure the campus community is safe through a public safety approach that incorporates security, communication, partnership with law enforcement, and preparedness.
11. Oversees the College's risk management strategy and approach, including a shared Director of Emergency Preparedness and Response, in partnership with Westfield State University.
12. Provides effective supervision and performance management of direct reports.
13. Represents the College to appropriate state, local and federal agencies and officials.
14. Engages with faculty, staff, students, elected officials, other key constituents, and the public on a regular basis.
15. Provides support to the HCC Foundation on fiscal, real estate and construction related matters.