

VICE PRESIDENT OF ADMINISTRATION AND TREASURER

The Vice President of Administration will be responsible to the President of the College for:

1. Under the direction of the President, have charge of all financial and business activities of the College.
2. Under the direction of the President, exercise financial control over the College budget.
3. Be responsible for financial reports for the President and Board of Trustees.
4. Assist the President in the selection of clerical, technical and maintenance staff members.
5. Have administrative responsibility over clerical, technical and maintenance employees.
6. Direct the work of the maintenance staff, and report the needs of the College for maintenance and operation of College facilities to the President.
7. Be responsible for inservice training for secretarial, clerical, and maintenance personnel.
8. Review budget accounts and submit monthly budget account statements to Academic Deans and Directors.
9. Assume overall responsibility for purchase of supplies and equipment within the limits of the budget and in accordance with legal procedures.
10. Assume general responsibility for payroll procedures and reports and for payment of all College expenditures.
11. Assume responsibility for all money due the College and for the deposit of same in the bank of deposit.
12. Prepare the annual budget after conference with, and in cooperation with the President, Vice Presidents, Academic Deans, and Directors.
13. Be generally responsible for establishment of and maintaining an adequate accounting system and supervise the accounting of all College, student body, cafeteria and other funds under the control of the College.
14. Have charge of the operation, maintenance, insurance and inventory of the College properties, and recommend transfer of property.
15. Assume overall responsibility for the operation of the Food Service facilities and the Bookstore.
16. Arrange for necessary transportation of students and other College personnel approved by the President. Supervise use of vehicles owned or under contract by the College except those assigned to the President and Vice Presidents.
17. Supervise accounting procedures for all offices.
18. Apply for and receive all local, auxiliary, state and federal funds.

19. Direct the progress of and payment on contracts and contractual agreements.
20. Conduct business correspondence as required.
21. Supervise new construction and maintenance contracts.
22. Be responsible for storage of unused equipment and disposal of surplus equipment.
23. Be responsible for compliance with regulations imposed by M.I.O.S.H.A.
24. Assume such additional duties as may be assigned by the President.