

Lawson State

COMMUNITY COLLEGE

JOB DESCRIPTION

POSITION TITLE: DIRECTOR OF FINANCIAL SERVICES FOR AUXILIARY PROGRAMS

DEPARTMENT: Administrative and Student Services

FLSA: Exempt

REPORT TO: Vice President for Administrative and Student Services

POSITION SUMMARY: Manages the financial activities of the Auxiliary Services Programs - Bookstores, Concessions, Vending, Cafeterias, and Reproduction Services.

ESSENTIAL JOB FUNCTIONS:

1. Manage the financial activities of the auxiliary programs.
2. Assist with prescribing current financial and management standards for auxiliary services components.
3. Review auxiliary programs and budgets for conformity with college policy and policies of the Alabama Department of Postsecondary Education.
4. Monitor the receipts of cash and disbursements of expenditures of auxiliary services.
5. Prepare monthly statement of revenues and expenditures of bookstore and cafeteria operations by campuses.
6. Prepare cash flow statements for all auxiliary enterprises.
7. Prepare managerial reports as required.
8. Monitor customer service needs of the bookstores and cafeterias.
9. Assist in the supervision of employees in the performance of their duties in compliance with college policies and procedures.
10. Monitor the bookstore operations in order to process bookstores' sales, perform cash receipting for bookstore purchases and tuition payments.
11. Oversee the auxiliary inventory process and mark-up to monitor profit margins.
12. Serve as backup support for coordinators of auxiliary services during peak times, vacations and extended evening hours.
13. Evaluate annually all personnel in auxiliary services.
14. Monitor all external concessions operators who provide services to the multi-campus college.
15. Participates in pertinent local, state, regional and national organizations.
16. Represents the college at community functions.
17. Serves as member of committees as assigned.
18. Supports and implements the mission of the college.