



POSITION ANNOUNCEMENT: COORDINATOR OF FINANCIAL AND ADMINISTRATIVE SERVICES (Full-Time)

The Tennessee College of Applied Technology Crump is accepting applications for the full-time position of Coordinator of Financial and Administrative Services. The position will be located at the Crump campus.

Minimum Qualifications

- Bachelor's degree with emphasis in accounting, finance, or related field from an accredited four-year college or university with a strong business/management background. Master's preferred.
- Five or more years' experience managing business, finance, or accounting operations or related field.
- Excellent written and oral communication skills.
- Leadership ability.
- Administrative skills, technical writing, project management.
- Ability to prioritize projects, attend to multiple projects simultaneously and meet deadlines

Knowledge and Abilities

- Broad knowledge of the principles and methods of accounting and finance; knowledge of business English and mathematics, and of current office technology, equipment, and procedures; knowledge of budgeting and centralized purchasing procedures, and of the principles and methods of supervision.
- High level experience working with budgets, purchasing, accounts receivable, accounts payable, payroll, general/secondary ledgers, human resources.
- Ability to make sound financial judgment; ability to deal tactfully with the public and co-workers; good judgment in evaluating situations and making decisions; ability to express ideas clearly, concisely, and convincingly; and ability to plan and direct the work of others.
- Administrative abilities include a working knowledge of human resource procedures, policies, and local, state, and federal employment law.

General Duties

- Assist the President in carrying out the mission and strategic goals of TCAT Crump in Financial and Administrative Services.
- Demonstrate a commitment to student success.
- Formulate business policies, develop operating procedures, and establish accounting and reporting methods.
- Oversee all business and financial operations including accounts receivable, purchasing, accounts payable, payroll, budgeting, financial accounting and reporting, inventory control, auxiliary enterprises, safety and security, environmental compliance, ADA facilities compliance, mail distribution, and office technology.
- Maintain a system of financial and related statistical reporting for the college including grants.
- Ensure all payroll activities are completed in a timely manner.
- Administer human resource functions including personnel budgets, benefit programs, recruitment and hiring, affirmative action and records.
- Serve as Equity Officer - Support and coordinate the College's compliance with federal and state equal opportunity and equity laws, as well as policies and guidelines on equal opportunity and equity (e.g.,

Title VI, Title VII, Title IX, Violence Against Women Act and other related state and federal regulations and TBR requirements).

- Serve as Human Resource Officer.
- Serve as Records Officer for the institution.
- Serve as Safety and Security Coordinator.
- Supervise and evaluate assigned employees.
- Interact with instructors to ensure they have instructional equipment and supplies.
- Orientate new employees and assist with new employment documentation and benefit packages.
- Assist in public relations and recruiting for institution.
- Handle emergency information between the college and the fire department, ambulance service, doctor's office, and police department.
- Correspond as liaison between vendors and institution.
- Perform other duties as directed and assigned by the administration.

Salary: Commensurate with qualifications and experience and according to salary guidelines established by the Tennessee Board of Regents.

WORKING CONDITIONS:

- Use of computer
- Normal standing, sitting, and walking
- Must be physically able to lift up to 40 pounds, stoop, stand and work, with or without accommodation, to demonstrate and perform all work-based projects.
- Operate a motor vehicle to travel within the college service area and in other areas as needed.

APPLICATION & RESUME SUBMISSION: Qualified applicants should submit a cover letter, resume, college transcripts and application online at tcatcrump.edu/about/jobs-and-employment

For more information call Brian Harris at 731-632-3393. Complete applications will be accepted until position is filled.

APPLICATION REVIEW: Review of complete application submittals will begin immediately.

Tennessee College of Applied Technology Crump is a TBR institution and is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, status as a protected veteran, political affiliation, genetic information, or any other legally protected class with respect to all employment, programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Brian Harris, Interim Vice President, PO Box 89, Crump, TN 38327, brian.harris@tcatcrump.edu See the full non-discrimination statement at tcatcrump.edu/about/non-discrimination-statement.