**Title:** Vice President for Business and Finance/Chief Financial Officer

**Reports to:** President

**General Summary:** Plans, directs, and manages the business and finance functions of the college within the guidelines of federal, state and local laws and office, division and college policies and procedures. Reports to the president and assures the financial stability and growth of the college.

* Coordinates special projects on behalf of the President, frequently involving senior officers of the college.
* The CFO will aid and advise in all major decisions affecting the college and provide information and counsel to the President, Board of Trustees, and other executive officers on financial matters related to college-wide planning, policies, and procedures.
* The CFO will lead and supervise the development of objectives, new programs and goals in collaboration with the President and Cabinet
* Plans, directs, and manages the business and finance functions of the college, including accounting, financial analysis, human resources, facilities, insurance, endowment management, debt financing, budget, audit, construction, legal issues, information technology and bookstore.
* Administers the business and finance functions, including staffing, directing, controlling, planning and budgeting.
* Prepares departmental budget and annual reports and operates within approved budget.
* Develops policies and procedures and ensures that established procedures are followed.
* Ensures compliance with internal control system.
* Serves on presidential and college committees and advises the president on business and financial matters.
* Serves on the president’s cabinet and works with the president and other officers to develop and implement strategic goals for the college.
* Serves as ex-officio officer on Board Committees.

Required Skills/Abilities:

* Excellent verbal and written communication skills.
* Strong supervisory and leadership skills.
* Extensive knowledge of the principles, procedures, and best practices in the industry.
* Excellent organizational skills and attention to detail.
* Strong analytical and problem-solving skills.
* Proficient with Microsoft Office Suite or related software.

Education and Experience:

* Ed.D. or Ph.D. in Business Administration, Higher Education Administration, or other finance-related field preferred.
* CPA, MBA/finance degree required
* At least 10 years of industry-related experience including three years in upper management required (Higher Education finance preferred).

Physical Requirements:

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift up to 15 pounds at times.