

## **Vice President of Finance**

Reporting to the President, the Vice President of Finance and Administration will play a critical role in developing and implementing fiscal management and reporting strategies across for Stillman College. As a member of the senior leadership team, the Vice President of Finance will be an advisor to the President, board of directors, and other relevant internal stakeholders.

The Vice President of Finance is the chief financial officer, overseeing the establishment and oversight of sound systems of accounting, financial operation and reporting, budgetary reporting and control.

### **Duties and Responsibilities:**

- Manages a wide variety of operational and policy issues, including: budgets, security and safety, contracting for goods and services, oversight of design and construction, cash management, compensation and benefits, retirement and salaries, campus computing, voice/data networking, internal controls, external audits, criminal and civil actions, and the acquisition and lease of real property.
- Oversees and provides leadership to the Business Office and Accounting Department.
- Oversees the development and submission of the campus annual budget, including analysis of issues affecting revenue and/or expenditures, preparing long-range forecasts and overseeing budget processes.
- Communicate effectively in a professional, tactful, and courteous manner with students, employees, faculty, and the general public.
- Ability to multitask and work cooperatively with others.
- Ability to establish and maintain positive and effective working relationships with students, staff, faculty, and administration.
- Ability to effectively supervise and motivate personnel.
- Ability to work with sensitive information and maintain confidentiality.
- Assumes other duties as assigned by the President

### **Preferred Qualifications**

- A master's degree in a related field and at least five (5) years of higher education experience is preferred.
- At least seven years of financial management experience encompassing finance, budget, accounting, and purchasing with at least three years in a lead administrative/management position.
- CPA designation
- Extensive experience managing institutions with limited staff and budgetary resources
- Significant experience using Ellucian Colleague Enterprise Resource Planning (ERP) software

### **TO APPLY:**

Please send by email to [lgoins@stillman.edu](mailto:lgoins@stillman.edu) PDF files of: (1) A cover letter addressing the candidate's interest in and qualifications for the position; (2) Resume; and (3) completed Stillman Employment Application (available for download at "About Us" at <http://www.stillman.edu/images/documents/application.pdf>)