



Vice President of Finance Job Description

Job Title: Vice President of Finance
Job Class: Administrative - Executive Administration
Department: Administration
Reports To: President
FLSA Status: Exempt
Compease: Grade 17
Approved By: President
Approved Date: 12/11/20

I. Position Purpose

The Vice President of Finance (VPF) will provide effective leadership and direction in innovation, planning, policy development, budget process and allocation, program evaluation and improvement for fiscal, physical plant, logistics, and assigned auxiliary services. The VPF serves as the Treasurer of the college.

II. Duties and Responsibilities

FINANCIAL MANAGEMENT: The VPF manages the efficient and effective use of the college's fiscal, physical, and assigned auxiliary resources. The VPF ensures the deposit and/or investment of all college funds in accordance with the Ohio Revised Code and serves as Treasurer of the college. This position serves as the primary liaison with external agencies relative to finance, health insurance, facilities, and auxiliary services. Additionally, this position maintains appropriate insurance programs and provides assurance of coverage of all college property and bonds as prescribed by Board policy.

STRATEGIC LEADERSHIP: The VPF leads the development and administration of a comprehensive financial plan that supports the mission, vision, and goals of the college. The position leads the college's efforts to secure resources, revenue, and innovative funding opportunities. The VPF stays current and knowledgeable regarding changing and emerging trends in higher education and finances. The VPF supports the President in matters relating to the organization's fiscal health.

GOVERNANCE AND COMPLIANCE: The VPF advises the President on finance and operations matters and manages the development and execution of contracts, agreements, and special projects as assigned by the President. The VPF serves on and assists the President's Executive Cabinet to establish, review, and implement the college's strategic plan. This includes development of a financial vision for the College that is congruent with the College's mission, vision, and goals. The VPF leads the collaborative budget development process, insurance and benefits process, and prepares and manages institutional budgets. The VPF develops, reviews, and administers contracts between the College and external entities.

HUMAN CAPITAL: The VPF develops and recommends objectives, policies, procedures, staff development, and program improvements that are relative to all elements of fiscal and operational reporting areas. The VPF supervises the activities and evaluates the performance of department heads for assigned areas including the Controller, Director of Facilities and Maintenance, and contractors. In addition, the VPF serves on other community and College committees.



OVERSIGHT, IMPLEMENTATION, AND IMPROVEMENT: The VPF supervises the Director of Facilities and Maintenance to ensure campus safety and the overall care and improvement of the physical facility and grounds. The VPF supports building and capital construction projects. This includes identifying means for funding, improving efficiencies, compliance, and reporting related to safety.

PROFESSIONALISM AND QUALITY CUSTOMER SERVICE: The VPF will demonstrate professionalism and provide quality customer service in accordance with the college's values. This includes maintaining positive working relationships, confidentiality, effective communication, accurate records, and an organized and safe working environment. Additionally, it includes exhibiting flexibility, a willingness to learn, ability to change, and maintaining current technology skills.

III. Qualifications – Education, Experience, and Skills

- Minimum of a Bachelor's degree, preferably in a business-related field, from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. Master's degree or MBA preferred.
- Must be a Certified Public Account (CPA).
- Minimum of 8 years of financial management experience. Senior level administrative/supervisory experience desired.
- Skill set to include strength in internal controls, budgeting, financial forecasting/planning, financial analysis and operating efficiencies. Experience in public sector accounting preferred.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).