



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Vice President for Finance & Administration/CFO

Position Summary: The Vice President for Finance and Administration/CFO is a Senior Level Administrator and active member of the President's Executive Cabinet. The Vice President/CFO reports directly to the President of the College on matters of day-to-day operations related to finance, business affairs, human resources, information technology, internal audit and institutional compliance, and other campus operations. Additionally, the Vice President/CFO reports to the President on policy, long-term planning and strategic budgeting. The Vice President/CFO has oversight management of all fiscal and administrative planning, policies and regulations, the fiscal administration of all institutional funds, and the cost-effective planning and operation of the College's major administrative functions.

Essential Responsibilities:

- Collaborates with the President and works with members of the President's Executive Cabinet to ensure that the business and operations of the College are aligned with the priorities identified within the Strategic Plan.
- Preparation and oversight of annual operating budget requests for the College including, development of budget scenarios and new initiatives, leads the budgeting process and ensures all expense budgets and income projections are current to ensure the budget supports the College's strategic plan.
- Works with internal accountants to ensure timely and accurate maintenance of general ledger, maintenance of daily cash flow statements, allocation of costs appropriately among sectors and preparation of monthly financial statements including balance sheet as well as income statement.
- Audits financial operation of the College and reporting irregularities to the President.
- Oversees payroll operations including maintenance and transmission of payroll transactions to payroll vendors, state and federal reporting requirements, insurance, 403 (b) plans and fringe benefits and other HR operations.
- Provides leadership in area of retirement pension and benefit design, maintenance and administration for all staff categories.
- Ensures the College has appropriate and effective internal controls that operate effectively including supervision of audit and compliance operations.
- Manages, monitors, and controls all purchasing functions.
- Oversees development and maintenance of college-wide administrative and financial policies and procedures and ensures college personnel comply with institutional policies.
- Works collaboratively with AVP for Facilities and Real Property Management in managing capital construction contracts and projects.
- Serves as liaison with Federal agencies regarding auditing, purchasing, accounting, and other related matters.
- Works collaboratively with Human Resources Office to develop and implement a Professional Development Program, including but not limited to management

training, staff wide development of basic professional skills and individualized professional development plans for staff.

- Participates as an active member of the President's Extended Cabinet to establish institutional vision and goals, and to effectively communicate and organize to achieve those goals.
- Maintains a professional reputation which preserves the values and standing of the College and permits him or her to effectively represent the many achievements of the College both internally and externally.
- As a member of Senior Administration and as directed by the President, provides support to the Board of Trustees and its committees in the fulfillment of its governance responsibilities.
- Is a visible presence and plays a leadership role in the local community serving as an active ambassador for the College.

Required Knowledge, Skills and Abilities:

- MBA degree required, preferably in Higher Education, Accounting, Administration, Business, Finance or a related field. CPA license or Doctorate degree preferred but not required.
- Minimum ten years of senior level experience at or above the level of Comptroller in a complex organization, preferably in higher education.
- Proven track record in the development and management of an institution's financial affairs, investments, and auxiliary enterprises.
- Experienced in strategic planning, developing financial systems and automated accounting systems.
- Must have excellent oral and written communication skills enabling the Vice President to effectively present information and respond to questions from the college's Board of Trustees, employees, students and the public. Must be able to read, write and converse effectively in English in order to follow the College's Administrative Policies and safely perform the essential duties of the job.
- Must have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Must be able to write reports, business correspondence, and procedure manuals.
- Written Communication: Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Must possess the ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must be able to perform this job successfully, an individual should have a good working knowledge of various database software; Commonly used Internet browsers; and Microsoft Excel, Word and Outlook software.

Date of Position Opening: November 1, 2021

Application Deadline: November 30, 2021

Salary: Commensurate with Experience

Email Documents to: TougalooCareers@tougaloo.edu

Please include the position you're applying for in the "Subject" line of email.

Mail Documents to:

Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

Fax Documents to:

(601) 977-7866

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER