



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 (may include, but not limited to, the following):

- Collaborating with the President and working 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.
- Preparing and overseeing the annual operating budget requests for the College including, developing budget scenarios and new initiatives, leading the budgeting process and ensuring that all expense budgets and income projections are current to insure the budget supports the College's strategic plan.
- Working with the internal accountants to ensure timely and accurate maintenance of the general ledger, the maintenance of daily cash flow statements, the allocation of costs appropriately among sectors and the preparation of the monthly financial statements including the balance sheet as well as income statement.
- Auditing the financial operation of the College and reporting irregularities to the President.
- Overseeing payroll operations including maintaining and transmitting payroll transactions to payroll vendors, state and federal reporting requirements, insurance, 403 (b) plans and fringe benefits and other HR operations.
- Providing leadership in the area of retirement pension and benefit design, maintenance and administration for all staff categories.

- Ensuring the College has appropriate and effective internal controls that operate effectively including supervising audit and compliance operations.
- Managing, monitoring, and controlling all purchasing functions.
- Overseeing the development and maintenance of college-wide administrative and financial policies and procedures and ensuring college personnel comply with institutional policies.
- Managing the services necessary to maintain efficient and effective operations and to meet the demands of its students, faculty, and staff.
- Working collaboratively with the AVP for Facilities and Real Property Management in managing capital construction contracts and projects.
- Serving as liaison with Federal agencies regarding auditing, purchasing, accounting, and other related matters.
- Working collaboratively with the 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.
- Participating 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.
- Maintaining 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:

- A MBA degree required, preferably in Higher Education, Accounting, Administration, Business, Finance or a related field. CPA license or Doctorate degree preferred but not required.
- A minimum of ten years of senior level experience at or above the level of Comptroller in a complex organization, preferably in higher education.
- A proven track record in the development and management of an institution's financial affairs, investments, and auxiliary enterprises.
- Possess experience 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.

Required Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical: Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design: Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Demonstrates attention to detail.
- Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management: Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills: Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service: Effectively manages difficult or emotional situations; Solicits feedback to improve service; Responds promptly and effectively to requests for service and assistance; Meets commitments.
- Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

- Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Visionary Leadership: Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- Change Management: Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Delegation: Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership: Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Managing People: Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.
- Quality Management: Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen: Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- Diversity: Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds the college's Mission Statement and values.
- College Support: Follows policies and procedures; Completes administrative tasks correctly and on time; Benefits the college through outside activities; Supports affirmative action and respects diversity.
- Strategic Thinking: Develops strategies to achieve college goals; Understands the college's strengths and weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

- **Judgement:** Displays willingness to make decisions; Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning/Organizing:** Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism:** Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality:** Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity:** Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security:** Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions.
- **Adaptability:** Adapts to changes in the work environment; Manages competing demands; Changes approach or method to fit each situation in the best manner possible; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability:** Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative:** Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Date of Position Opening: June 1, 2021

Application Deadline: July 16, 2021

Salary: Commensurate with Experience

Email Documents to: TougalooCareers@tougaloo.edu
Please include the position you're applying for in the "Subject" line of your 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**