CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

Job Announcement

VICE CHANCELLOR OF FINANCE AND ADMINISTRATION

The Vice Chancellor of Finance and Administration located at the Main Campus in Alexandria, Louisiana, CLTCC serves nine parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn) in central Louisiana and has seven sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Oakdale Site in Oakdale; and 7) the Ferriday Site in Ferriday. Additionally, CLTCC provides instruction in three state prisons and two federal correctional institutions.

SUMMARY:

Reporting to the Chancellor, the Vice Chancellor of Finance and Administration serves as the college's Chief Financial Officer and provides leadership, strategic direction and management for the effective administration of the Finance and Administration Division for a multi-campus institution. As part of the Chancellor’s cabinet, the Vice Chancellor will support and promote innovation; improve the quality of financial and administrative services; build strategic budgets; explore resource development alternatives; utilize and enhance technology; allocate adequate fiscal resources; establish fiscal soundness; and maintain compliance with all financial regulations. The Vice Chancellor will serve as the advisor to the Chancellor on strategic matters related to financial planning and business and administrative services; provide consultation and technical expertise to administrators, personnel, and outside agencies. The Vice Chancellor leads, plans, manages, organizes, and evaluates business operations, systems, and processes, including budget development and administration, short-term and long-term strategic financial planning, fiscal and accounting services, banking and payroll, purchasing, and other related operational functions. The Vice Chancellor may ultimately lead facilities, risk management, and information technology services for the college. The Vice Chancellor will be responsible for developing and revising administrative policies and procedures. The Vice Chancellor will provide leadership for assessing the effectiveness and outcomes of financial and administrative services to ensure the delivery of quality programs and services. Maintains up-to-date knowledge of proposed and current higher education legislation, and trends in higher education practice. Maintains up-to-date knowledge of proposed and current legislation, and trends in accounting and financial practice. Prepares and submits all required finance and administrative reports for government, accreditation or other entities. Collaborates in the development and maintenance of the finance and administration website. The Vice Chancellor of Finance and Administrative Services should be an innovator and critical thinker with outstanding interpersonal, written, and oral communication skills.

Duties and Responsibilities:

- Plans, organizes, controls and directs college-wide Finance and Administrative operations;
- Develops and updates the college’s Finance and Administrative Services Strategic Plans and assures their integration with other major planning efforts within the college;
• Organizes the participation of Finance and Administration in strategic planning efforts of the college;
• Develops the budget for Finance and Administration that adequately supports the division services;
• Responds to inquiries, resolve issues and conflicts and provides detailed and technical information concerning financial and administrative standards, requirements, practices, procedures, laws, regulations and policies;
• Regularly reads professional publications, articles, books, etc. to maintain knowledge of finance and administration operations, best practices, policies, laws and regulations;
• Builds and strengthens an environment that fosters creativity, innovation, and professional development among staff;
• Monitors Finance and Administration website pages to make sure it is accurate and current;
• Establishes procedures for financial and administrative record retention and disposal;
• Assure all financial and administrative practices and records of the College comply with local, state, federal and accrediting body (COE, SACS, etc.) regulations;
• Occasional evening and weekend work and overnight travel may be required; and
• Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of:
• Applicable laws, codes, regulations, policies, and procedures
• Generally Accepted Accounting Principles (GAAP)
• Principles, theories, and concepts of financial management, including investments, forecasting, and debt administration
• Principles of risk management
• Principles and practices of internal control and auditing
• The Family Educational Rights and Privacy Act (FERPA)
• National and Regional Accreditation standards related to Finance and Administration
• Federal, state and local laws, ordinances, codes, and regulations relevant to the financial management in Louisiana
• Principles and practices of budget preparation, administration and revenue control
• Sources and bases of funding for post-secondary educational institutions and programs in the State of Louisiana
• Principles and practices of administration and supervision

Demonstrated Ability to:
• Direct AND Lead Financial and Administrative operations and services
• Identify problems, analyze data, and make recommendations
• Acquire, allocate, and manage resources
• Analyze and interpret financial markets, conditions, and trends;
• Exercise critical thinking skill sets and articulate issues
• Manage complex projects
• Mentor staff and advance a culture of service and collaboration with all campus and system constituencies
• Assess the effectiveness and efficiency of the Finance and Administration Division
• Plan and implement new programs and services within fiscal constraints
• Think "outside the box" and to lead and manage change involving faculty and staff in positive and inclusive ways
• Keep current with, interpret and apply applicable rules, regulations, policies and procedures
Skills:
- Excellent written, oral presentation, and interpersonal communication skills
- Management, organizational, and supervisory skills
- Superior team-building skills to build trust with others in a rapidly changing environment
- Excellent organization, planning, and prioritization skills are essential

Required Minimum Qualifications:
- Master’s degree in Business Administration, Accounting, Finance, Economics or related field from an accredited college or university
- Five or more years of increasingly responsible administrative experience at or above the Dean’s or Director’s level (or equivalent) providing strategic leadership, operational management and/or auditing oversight for the financial and business operations of a postsecondary educational institution
- Currently licensed as a Certified Public Accountant (CPA)
- A strong commitment to and passion for the mission of the comprehensive community college
- Strong analytical and problem solving abilities
- Knowledge of the planning and budgeting process within an organization
- Commitment to integrated management and systems thinking
- Commitment to staff diversity, learning and development
- Proficiency in Microsoft applications (Word, Excel and PowerPoint)

Preferred (Desired) Qualifications:
- Doctored degree in Business Administration, Accounting, Finance, Economics or related field from an accredited college or university
- Seven or more years of increasingly responsible administrative experience at or above the Dean’s or Director’s level (or equivalent) providing strategic leadership, operational management and/or auditing oversight for the financial and business operations of a postsecondary educational institution
- Currently certified as a Certified Internal Auditor (CIA)
- Experience in evaluating the budgeting and planning process
- An in-depth working knowledge of the rules, regulations and principles of the Southern Association of Colleges and Schools Commission on Colleges
- Knowledge or and working experience with Ellucian’s Banner Finance or other major postsecondary education financial management system
Compensation:
Compensation range is $70k - $85k

Application Instructions:
• A cover letter of no more than two pages indicating how the qualifications and employment standards listed in this position announcement are met.
• A detailed résumé that summarizes educational preparation and professional experience for the position.
• Candidates selected for an interview must provide:
  o College and university transcripts showing the awarded/conferred degree to meet required educational qualifications. Unofficial transcripts are acceptable at the time of application.
  o Three letters of recommendation are required. To honor applicant confidentiality, a letter of recommendation from your current immediate supervisor is not required.
  o The names, home and cell telephone numbers, and e-mail addresses of three references. Applicants will be notified before references are contacted.
• The selected candidate will be required to undergo a background check.

Submit documents to:
Central Louisiana Technical Community College
Human Resources

Attention: Vice Chancellor of Finance and Administration
4311 South MacArthur Drive
Alexandria, LA 71302-3137

Central Louisiana Technical Community College is an EEOC/AA/ADA employer.