

# NOTICE OF VACANCY

**POSITION TITLE:** Vice President of Business & Finance

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**SALARY:** Commensurate with experience

**REPORTS TO:** University President

**BENEFITS:** Institutional fringe package includes health, dental, and vision coverage, life insurance, FSA, and retirement plans. Paid sick and annual leave

**POSITION DETAILS:** Full-time; FLSA Exempt

**HOURS:** Monday-Friday; 8:00AM to 5:00PM

**START DATE:** Negotiable

**SUPERVISORY DUTIES:** Will supervise all full-time staff within the areas of business, financial aid, physical plant, and campus security.

## **POSITION SUMMARY:**

As the university's chief financial officer, the Vice President for Business and Finance plays a pivotal role in steering and guiding critical university departments, including the Business Office, Financial Aid Office, Campus Security, and the Physical Plant. Reporting directly to the University President, this role assumes the position of a key strategic collaborator and financial architect within the President's Leadership Team. Their primary focus involves implementing inventive methodologies to fortify the university's fiscal operations and elevate the campus infrastructure.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- University budget preparation including E&G, auxiliary, and capital accounts.
- Establishing and maintaining an effective accounting and financial reporting system for all institution funds. This includes the monitoring of expenditures of funds for compliance with donor intent, Regent's policies, state and federal regulations and laws.
- Managing the finance and accounting team, overseeing growth opportunities, bridging skills gaps, and managing talent for team growth.
- Oversee all aspects of accounting, including cash flow, planning, reporting, organizational and departmental budgeting, and forecasting.
- Prepare financial statements and various reports required from federal agencies, state agencies, and the Board of Regents

- Oversee the university's fiscal activity, including budgeting, reporting, and auditing.
- Assist with decisions regarding financial policy and strategy.
- Assure legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Identify and address financial risks and opportunities for the University.
- Execute bids, review contracts, and manage auxiliary enterprises and contracted providers (e.g., food service, custodial services, and bookstore)
- Develop, coordinate, and assure compliance with fiscal policies, procedures, and goals of the University.
- Oversee all areas of the Physical Plant including receiving, engineering, grounds, and maintenance services.
- Oversee functions and all aspects of the Campus Security Office to ensure emergency preparedness and reporting requirements are met.

**QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Master's degree or above from a regionally accredited institution in a discipline relevant to the position is required. Preference is given to candidates who hold additional professional certifications.
- Eight or more years of relevant, progressively responsible experience in financial planning, budgeting, and/or audit functions with at least four years of experience in Oklahoma higher education and at least two years of significant supervisory oversight experience.
- Demonstrated experience interpreting and maintaining compliance with state and federal laws, such as employment and labor law, tax law, IRS regulations, OSHA, etc.
- Commitment to student success, collegial decision making, and collaborative leadership.
- Effective oral, written, and interpersonal communication skills.
- Demonstrated skills in data management, data analysis, and quantitative decision making.

**PREFERRED QUALIFICATIONS:**

- Experience in an Oklahoma public university as comptroller, controller, or chief financial officer.
- Significant experience with strategic budget management and financial planning.
- Experience with Ellucian Colleague accounting software

**SKILLS & ABILITIES:**

- Experience preparing emergency preparedness plans/procedures and damage assessments.
- Excellent critical-thinking and decision-making skills.
- Demonstrated ability to professionally interact and relate to individuals with diverse backgrounds, including the ability to effectively resolve complex or sensitive matters.
- Proven ability to lead a team, including proven success coaching team members to improve performance.
- Demonstrated ability to organize individual and teams to ensure operations are highly productive and meet or exceed business goals and the university's mission.
- Computer proficiency, including working knowledge of word processing, spreadsheets, and database software.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee is frequently required to communicate verbally and aurally. The role also requires the ability to see clearly at close range.
- The employee is frequently required to sit or stand for extended periods.
- Prolonged periods of sitting at a desk and working on a computer.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Full-time, on-campus position in a professional academic office.

**TO APPLY:**

Complete the USAO application at ( <https://usao.edu/about/personnel.html> ). When completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

**ABOUT USAO:**

The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.