

NOTICE OF VACANCY

Position Title: Vice President of Business & Finance

Salary: Dependent Upon Experience

Reports to: University President

Benefits: Institutional fringe package includes pension plans, life, health, dental and vision insurance

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 of Responsibilities:

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 & Tasks:

- 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 payroll administration to ensure accuracy, compliance, and on-time processing.
- 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 accounting and payroll software

Skills & Abilities:

- Experience preparing emergency preparedness plans/procedures and damage assessments.
- Excellent critical-thinking and decision-making skills.
- Experience with performance evaluations and assessments
- 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.

To Apply:

Complete the USAO application at (<https://usao.edu/about/personnel.html>), as well as submit a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to hr@usao.edu. You may also mail the requested documents to the Human Resources Office :

University of Science & Arts of Oklahoma
1727 W. Alabama, Chickasha, OK 73018-5322
ATTN: Human Resources Office/Troutt Hall/Room 218

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.