

## NUNEZ COMMUNITY COLLEGE

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**TITLE:** Vice Chancellor of Finance and Operations

**POSITION TYPE:** Unclassified/Full-Time

**REPORTS TO:** Chancellor

**DEPARTMENT:** Administration

**LOCATION:** Nunez Community College

**FLSA STATUS:** Exempt

**JOB SUMMARY:** Nunez Community College is combining multiple administrative positions in order to create an Executive team member positioned to contribute to the vision and leadership of the college. The Vice Chancellor of Finance and Operations will serve as chief financial officer and will supervise budgetary planning and all fiscal operations and information systems, financial services, procurement, facility planning, capital construction, auxiliary enterprises, compliance, public safety and human resources. Ensures fiscal accountability, efficiency and effectiveness of operations, and financial compliance with laws and regulations for the college.

### **RESPONSIBILITIES:**

Provides strategic, innovative leadership in the planning, implementation, assessment and improvement of the College's financial services, and related programs, in support of College mission, vision, and goals.

Directs the fiscal operations of the College, including planning and overseeing the development of the institution's annual general fund budget, budgets for other operational funds, institutional assets, and the annual audit. Prepares, monitors, controls and ensures adherence with fiscal year budget and the Annual Financial Review (AFR).

Oversees financial reporting activities for the College, including, but not limited to, income statements, balance sheets, cash flow statements, capital project reports, reports to funding organizations, and reports to support contracts and grants. In consultation with the Chancellor and Board of Supervisors, works continuously to improve financial reporting for the College, and is the primary contact with the LCTCS office staff and the external auditors on financial and audit matters.

Provides leadership in the development and implementation of College financial policies and procedures; ensures compliance with College accounting and financial reporting requirements, laws and regulations.

Develops and maintains systems of internal controls to safeguard financial assets of the College.

Oversees the strategic planning for, and management of, all procurement and purchasing functions for the College to provide the highest levels of support to all College departments. Implements industry best practices in all functional responsibilities and operation of the College.

Strategizes and recommends policies and procedures to achieve greater efficiency in allocation and use of resources.

Provides advice, counsel, and recommendations to the Chancellor and Executive Team on financial matters.

Develops and maintains working relationships with the Nunez Community College Foundation, various governmental entities, and other organizations that conduct business with the College.

Responsible for employee supervision and holding staff accountable. Responsible for leadership in the training, personal and professional development, and motivation of employees, all in a spirit of teamwork and high performance expectations.

Ensures College compliance with applicable federal, state, and local regulations, accrediting commissions, licensing requirements, and with administrative regulations, and Board policies as appropriate. Applies the College's interpretation of the Family Education Rights and Privacy Act (FERPA).

Conducts outreach to foster collaborative working relationships with business, industry, agencies, community organizations and/or education institutions. Serves as College representative on various statewide, local and College committees and attends events as appropriate.

Serves as a member of the Chancellor's Executive Team and as proxy for the Chancellor when appointed in particular circumstances.

#### **QUALIFICATIONS:**

##### **Required:**

Candidates must possess at least a master's degree in business administration or other appropriate field, and five years' senior-level administrative and financial management experience in higher education, business, non-profit government affairs. A CPA certificate can be substituted for the Master's degree.

Experience managing administrative operations, such as finance/accounting, budgeting, facilities operations, and human resources.

Prior successful experience working directly with both internal and external auditors, Boards of Supervisors, and state oversight agencies.

Prior successful experience leading, supervising, and mentoring professional managers.

In depth knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Governmental Auditing Standards (GAGAS).

##### **Preferred:**

Knowledge of community college financing mechanisms, and the fiscal requirements relating to federal education programs. Experience with policies, trends and issues in higher education, especially in the community college environment.

##### **Skills/Abilities/Knowledge:**

This position requires management and financial experience in an academic environment. The Vice Chancellor of Finance and Administration will be required to plan and delegate assignments, review work, and supervise. Other desired characteristics include superior analytical ability; the ability to exercise sound judgment in applying and interpreting policies and procedures; interpersonal skills

necessary to establish and maintain effective working relationships with stakeholders; and the ability to express oneself clearly and concisely both orally and in writing.

**SKILLS** are required to perform multiple, technical tasks with need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, interpersonal skills, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, using pertinent software applications, verbal and written communication skills, customer and student focus, supervisory and management skills, diplomacy skills, presentation skills, collaborative skills, and strong organizational and planning skills. In addition:

- Demonstrative leadership skills and abilities
- Commitment to quality and integrity
- Exceptional skills in communications and interpersonal relations
- Ability to forge successful relationships and partnerships
- Knowledge of and commitment to equal employment opportunity
- Ability and willingness to delegate effectively and to hold direct reports accountable
- Skilled decision-maker, with transparency in decision-making and management
- Entrepreneurial spirit and experience in fundraising and resource development
- Ability to deliver performance-based results

Have significant knowledge and understanding of higher education. **KNOWLEDGE** is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws, working with diverse populations.

**ABILITY** is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the function of the job include: adapting to changing work priorities, working and communicating with culturally diverse groups (service area, parental, governmental agencies) – both written and orally, establishing effective relationships, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and ability to travel.

Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must establish and maintain effective working relationships. Excellent customer service skills.

**Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

**Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Employee must have basic to intermediate proficiency in the use of Microsoft Office Suite. Experience in Student information systems as well as is preferred.

**PHYSICAL REQUIREMENTS:**

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. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

Exhibit qualities of emotional maturity, genuineness, self-confidence, common sense, judgment, fairness, creativity, discretion, decisiveness, political savvy, diplomacy, tact, resiliency, adaptability, course of convictions and tolerance for ambiguity. Demonstrated behavioral expectations include:

- Unquestioned integrity and trustworthiness
- Commitment to the College's mission and strategic plan, as well as missions and strategic plans for each campus/site
- Ability to make good, consistent and fair decisions (based on fact and data)
- Ability to work with cross-functional teams and to foster teamwork.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

**Interested and qualified individuals** are invited to submit a cover letter, resume and unofficial transcripts (official transcripts will be required from the selected candidate) by 5pm on May 28, 2018

**By email:** (preferred, Put Vice Chancellor in the subject line): [resumes@nunez.edu](mailto:resumes@nunez.edu)

**By Mail:** Nunez Community College Human Resources  
3710 Paris Road  
Chalmette, LA 70043

**By Fax:** 504-279-6429

Pursuant to LCTCS policy, the selected individual will be subject to a background check

ADA/EOE