



# Bluefield State College

Job Vacancy Announcement

## **Assistant Vice President for Financial Affairs and Comptroller** (Search Extended)

**POSITION TITLE:** Assistant Vice President for Financial Affairs and Comptroller

**JVA#:** 2020-27

**DEPARTMENT:** Financial and Administrative Affairs

**POSITION SUMMARY:** Reporting to the Vice President for Financial and Administrative Affairs, the **Assistant Vice President for Financial Affairs and Comptroller** is responsible for providing day-to-day management of Bluefield State College's financial activities, including but not limited to sound accounting practices, budgeting, payables, receivables, payroll/benefit/leave management, recordkeeping and reporting. This position will be instrumental to lead change management initiatives to improve financial infrastructure and systems during BSC's transformative growth of online educational offerings, new and expanded programs, and the resurgence of campus housing. This position serves as the institution's comptroller and as a key financial partner to modernize, manage, track, forecast and ensure that BSC's financial, capital and operational resources are deployed with integrity and aligned with Bluefield State College's instructional, research, and public service mission.

**POSITION CLASSIFICATION/COMPENSATION:** This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available funding.

### **CORE RESPONSIBILITIES:**

Responsibilities include, but are not limited to:

- Manage the day-to-day financial activities and fiscal records of the college overseeing an estimated \$35M +/- budget, with responsibility for maximizing effectiveness in accounting practices, asset management, budgeting, payables, receivables, payroll/benefits/leave management, recordkeeping and reporting. Manage student financial services processes to include billing, collections, and accounting for Accounts Receivable for Student Accounts, and other general receivables of the college and related revenues. Manage processing of cash receipts and cash disbursements, including payroll verification, the printing and distribution of special checks, vendor payments and financial aid. Administer the accounting processes regarding alternative tuition payment plans and federal student loan programs. Improve administrative infrastructure to yield savings that may be redirected toward BSC's mission of education, service and research. Complete major financial deliverables in compliance with generally accepted accounting standards and federal and

state reporting requirements, as well as relevant accrediting agencies. Improve internal controls to mitigate risk, ensure the college's accounting records are accurate and up to date at all times, and deploy appropriate measures to minimize the risk of financial loss to the college. Provide accounting management oversight for assigned functions, including but not limited to: cashiering and collections; accounts payable; budget and financial analysis; payroll/benefits/leave management; procurement; reporting; select grants administration; and facilities-related financial accounting and reporting.

- Exercise review and approval of expenditures and fund commitments and direct the college's budget and financial planning, management and reporting activities. Assess the College's financial health and recommend and implement strategies to consistently achieve optimum financial health and performance, incorporating a funding model that recognizes changes in state funding levels, research and sponsored programs support, philanthropic giving, and investment returns. Forecast and monitor expenditures by projecting needs, justifying requests, allocating funds, revising priorities, and monitoring expenditures. Develop and manage the annual operating budget for the college, and prepare short- and long-range forecasts for revenues and expenses for financial planning purposes.
- Ensure the provision of excellent customer service to students, parents, faculty, staff and external stakeholders by creating a customer service culture where internal "customers" and external stakeholders view centralized services as responsive and value-added.
- Serve as the lead change agent to successfully develop and deploy modern financial and student information systems/technology and procedures to promote financial stability and value-added opportunities. Partner with other BSC administrators and stakeholders to identify efficiency and effectiveness opportunities. Working collaboratively, improve fiscal resource allocation, financial services delivery capabilities, reporting capacities, and develop quick and accurate revenue forecasting tools. Lead the implementation of financial systems that enable leadership at all levels to easily access the financial data needed to make more informed decisions. Working collaboratively, distinguish and analyze revenue-generating versus revenue-depleting initiatives, make recommendations to maximize effective utilization of finite fiscal resources, and deploy systems that allow executive leadership to quickly assess current financial standing, financial stability, as well as forecast financial integrity across all departments and enterprise-wide in the short-term and the long-term.
- Develop and implement, or contribute to the development and implementation of, Financial and Administrative Affairs policies and streamlined procedures for the college that are consistent with established state and college systems, and that ensure smooth and effective operation of departments and facilities. Document step-by-step financial procedures and make readily available electronically to end-users on an ongoing basis.
- Conduct a comprehensive and ongoing evaluation and documentation of business processes and key internal accounting controls over all the college's fiscal processes. Perform risk assessments, auditing techniques, and business process analysis exercising professional judgment and knowledge of auditing and accounting standards, business practices, and financial management, to identify and address internal control deficiencies in fiscal processes.
- Design, establish and maintain an organizational structure and staffing to effectively accomplish goals and objectives; oversee recruitment, training, supervision, professional development and evaluation of assigned personnel. Conduct cross functional training of assigned staff to support multitasking and build resource depth.

- Prepare or oversee all assigned internal and external reports, including monthly financial statements and program projection reports as well as ad hoc projects.
- Interacts with auditors, prepares financial data, schedules and reports, participates in auditing projects, and provides information and access to accounting records as required.
- Ensure compliance with all federal, state, and local laws and regulations and college policies.
- Perform other duties as assigned. Lead or serve actively on appropriate college and professional committees and task forces; effectively represent the division to internal and external constituents. Serve as backup to the Vice President for Financial and Administrative Affairs and staff within the division, as needed.

**MINIMUM REQUIRED QUALIFICATIONS:** Bachelor degree in Accounting, Finance, Business Administration or related field from an accredited institution required. At least five years of experience in each of the following areas: A.) Significant and increasingly responsible managerial and supervisory experience in high volume financial operations area including responsibility for one or more of the following: billings and collections of accounts receivable, cashiering or banking operations, treasury management, financial reporting, or auditing. B.) Experience in business processes analysis including demonstrating improvements in operational effectiveness and maintaining or enhancing excellent internal accounting controls. C.) Experience in interpreting and/or auditing complex governmental laws or regulations and in implementation of effective policies and procedures to ensure compliance with same. D.) Experience leading technology change management initiatives relative to accounting and/or business operations, or similar enterprise-wide technology analysis and implementation experience required. Additionally, working knowledge of financial operations with demonstrated expertise in one or more of the following: billings and collections of accounts receivable, cashiering or banking operations, treasury management, financial reporting, or auditing. Demonstrated ability to effectively lead change management initiatives and manage professional staff and administrative support staff with an emphasis on providing excellent customer service. Demonstrated ability to: prioritize, manage multiple tasks concurrently with attention to detail, meet deadlines, and exhibit strong organizational and delegation skills. Effective and persuasive verbal and written communication skills necessary for achieving goals, resolving conflicts, and working collegially with customers in a decentralized and diverse environment. Demonstrated ability or experience working with large, complex customer groups to address customer needs. Understanding of proper accounting treatment for financial transactions. Demonstrated evidence of advanced problem solving and analytical skills. Ability to lead significant technology change, manage the daily operations of automated systems, and effect enhancements to the same. Advanced skills with personal computer spreadsheet and word processing programs such as Microsoft Office suite's Excel and Word. Valid U.S. Driver's license.

**PREFERRED QUALIFICATIONS:** Valid Certified Public Accountant (C.P.A.) certificate or license. Post-baccalaureate degree in Accounting, Finance or M.B.A. Ten or more years of experience, strongly preferred, in one or more of the following areas, as well as working knowledge of related federal and/or state guidelines: budgeting, student accounts, financial aid, payroll, grants and contracts, reporting and preparation of various financial statements. Financial management experience in public higher education. Experience with software such as Banner

Finance, wvOASIS payroll system, and KRONOS, or working with similar electronic billing and receipt processing systems. Technology experience developing and/or implementing an enterprise-wide financial operations system that meets state accounting mandates and governance structure requirements.

**THE COLLEGE:** The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at [www.bluefieldstate.edu](http://www.bluefieldstate.edu)

**APPLICATION PROCEDURE:** Completed applications are to be submitted in electronic format only to [humanresources@bluefieldstate.edu](mailto:humanresources@bluefieldstate.edu) and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

**DATE POSTED:** December 11, 2020

**CLOSING DATE:** For full consideration, applications must be received by 4:00 pm EST, Friday, February 5, 2021. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

*Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.*