Job Vacancy Announcement

Vice President for Finance and Administrative Affairs/Chief Financial Officer

POSITION TITLE:	Vice President for Finance and Administrative Affairs/Chief Financial Officer
JVA#:	**2026-43**
DEPARTMENT	Office of the President

About Bluefield State University

Bluefield State University is a historically Black public institution founded in 1895 and located in Bluefield, West Virginia. As a proud member of the West Virginia Higher Education system and an accredited institution, BSU offers a wide range of undergraduate programs rooted in a tradition of access, opportunity, and service. With a mission centered on serving first-generation students and communities throughout the Appalachian region, BSU is committed to academic excellence, institutional integrity, and the success of every student who walks through its doors. The University is at an exciting inflection point, actively investing in its facilities, financial infrastructure, and campus experience, and it is seeking mission-driven leaders who are ready to help shape its next chapter. For more information about the University, please visit www.bluefieldstate.edu.

The Opportunity

Bluefield State University invites applications for the position of Vice President for Finance and Administration/Chief Financial Officer (CFO). This is a senior leadership role that offers the chance to make a meaningful and lasting impact at a historic institution deeply woven into the fabric of the Bluefield community and the broader Appalachian region. Reporting directly to the President, the VP for Finance and Administration/CFO serves as a trusted advisor and strategic partner on all matters related to fiscal management, budgetary planning, student financial services, and administrative operations, and, just as importantly, as a visible institutional representative who cultivates strong relationships with vendors, contractors, state agencies, community partners, and other key external stakeholders. The ideal candidate will bring sound financial acumen and a collaborative leadership style, but will also understand that in a community like Bluefield, relationships matter. Whether negotiating contracts, working alongside state purchasing officials, engaging local and regional vendors, or representing BSU in the broader higher education landscape, this individual will be a trusted face of the institution

beyond its campus walls. If you are energized by the intersection of mission-driven finance and authentic community engagement, this role offers a rare and rewarding opportunity to serve an institution that has been changing lives for more than 130 years.

POSITION SUMMARY: The Vice President for Finance and Administration/Chief Financial Officer advises the President on all fiscal and budgetary matters for the University. The CFO oversees financial planning and forecasting to support both short- and long-term institutional decision-making. Reporting to the President, the CFO has the responsibility and authority to develop, organize, direct, and coordinate the preparation of the institutional budget and is responsible for the accounting, fiscal reporting, and budgetary controls of the University. This position provides strategic leadership over a portfolio of administrative units, including Financial Aid, Student Accounts, the Business Office, Accounting, Payroll, Purchasing, the One Stop Shop, and Procurement. The CFO supports the President in preparing and presenting actionable recommendations on major administrative initiatives and institutional financial conditions to the BSU Board of Governors, the West Virginia Higher Education Policy Commission (HEPC), and other key stakeholders.

POSITION CLASSIFICATION/COMPENSATION: This is a full-time, non-classified administrative position with a comprehensive state benefits package commensurate with the final candidate's qualifications and experience. The position is exempt from FLSA provisions regarding overtime. Not all activities of this position occur within a standard workday schedule; regular evening and weekend availability and travel, including overnight travel, may be required. This position has been designated as essential, meaning that in the event of an institutional emergency, the employee may be required to remain at or report to work to protect, recover, and continue University operations. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available funding.

CORE RESPONSIBILITIES:

Financial Operations

- Advise the President and other administrators regarding the financial operations of the institution and plan, organize, direct, and coordinate all accounting, fiscal reporting, and budgetary controls.
- Provide direct administration and leadership for the implementation of Strategic Plan initiatives related to institutional finances.
- Maintain an internal control system to ensure that financial transactions comply with established procedures as required by the United States government, the State of West Virginia, institutional auditors, and BSU policies and procedures.
- Coordinate the annual audit, including supplying auditors with all necessary information. Prepare the Management Discussion and Analysis (MDA) component of the

audit and brief the Board of Governors on all audit materials. Serve as the primary institutional liaison with State Auditors.

- Lead the development of annual changes to the schedule of tuition and fees and develop and present annual recommendations to the President.
- Oversee the preparation of Requests for Proposals (RFPs) and Requests for Qualifications (RFQs) in accordance with state purchasing regulations and institutional policy.
- Oversee institutional funds including regular monitoring, forecasting, investments, and monitoring of pledged collateral. Administer purchasing and investment procedures, and recommend changes as necessary.
- Ensure compliance with all state purchasing and contracting requirements, including procurement procedures, vendor contracts, and related regulatory obligations.
- Review and secure appropriate insurance coverage (casualty, liability, and other coverages) on behalf of the institution.
- Prepare all fiscal notes and analyses of pending legislation as requested by the Higher Education Policy Commission or other governmental entities.
- Directly administer the development and implementation of the annual budget, including appropriate analysis of issues affecting revenue and/or expenditures, preparation of long-range budget forecasts, administration of the budget process, and recommend budget amendments as necessary throughout the fiscal year.
- Oversee the development and preparation of all financial reports for the President, the Board of Governors, and other reports as required. Present and discuss monthly financial statements at board meetings, WVHEPC reporting requirements, and other stakeholder forums as designated by the President.
- Provide strategic financial guidance related to deferred maintenance planning and capital project prioritization.

Student Financial Services

- Provide leadership and oversight for the Financial Aid office, Student Accounts, and the One Stop Shop, ensuring compliance with federal and state financial aid regulations and a high standard of student service.
- Collaborate with enrollment and academic affairs leadership to align financial aid strategy with institutional enrollment and retention goals.
- Ensure accurate and timely processing of student financial aid, billing, and collections in accordance with applicable regulations and institutional policy.

Procurement and Business Operations

- Oversee the Procurement and Business Office functions, ensuring compliance with state purchasing laws, institutional policies, and sound fiscal management practices.
- Review, negotiate, and/or monitor the execution of contracts and service agreements on behalf of the institution.

- Administer purchasing procedures and recommend improvements to procurement practices, vendor relationships, and contract management processes.

Administration and Leadership

- Supervise and provide leadership to assigned personnel across Finance and Administration, including recommending selection, retention, promotion, and discharge as appropriate.
- Formulate policies, procedures, and practices for assigned functional areas and make recommendations to the President.
- Carry out supervisory responsibilities in accordance with West Virginia state policies, BSU policies and procedures, and applicable laws.
- Represent the President in a variety of capacities as assigned, serving as a member of various institutional teams and committees.
- Foster collaborative working relationships across all areas of BSU and with partners in state government and higher education.
- Coordinate with and assist members of the Cabinet as well as other campus leadership.
- Demonstrate active and consistent commitment to and respect for the mission of Bluefield State University.
- Conduct BSU business in a professional and ethical manner.
- Other duties as assigned at the discretion of the President.

Knowledge, Skills, and Abilities

- Proven success in establishing strategic financial goals and developing sound financial models and multi-year budget forecasts.
- Demonstrated accomplishment in fiscal management, program/project analysis, development, and implementation.
- Knowledge of and experience with Generally Accepted Accounting Principles (GAAP) and nonprofit/public institution accounting practices and standards.
- Experience working with financial systems and managing complex accounting, budgeting, and reporting functions for a state agency or institution with multiple funding sources.
- Understanding of government contracting, state purchasing regulations, and managing complex revenue streams.
- Experience working with independent audit firms and familiarity with state audit processes.
- Excellent written and oral communication skills, including the ability to communicate complex financial information clearly to diverse audiences.

- Proven ability to communicate effectively with diverse constituencies and develop relationships that facilitate positive educational and funding opportunities.
- Collaborative leadership style and ability to serve as a unifying force across institutional departments.
- Ability to maintain a broad organizational perspective and carry out effectively the internal and external relationships of the office.
- Detail-oriented and self-motivated with the ability to prioritize multiple concurrent responsibilities.
- Ability to maintain confidentiality of sensitive and personal information.
- Commitment to promoting and thriving in a diverse, equitable, and inclusive campus environment.

MINIMUM REQUIRED QUALIFICATIONS: Master's degree in Accounting, Finance, Business Administration, or a closely related field from an accredited college or university. A minimum of ten (10) years of progressively responsible professional experience in a higher education institution or comparable public-sector environment, with emphasis in accounting, finance, or budget management oversight. A minimum of five (5) years of administrative or supervisory experience at the Director level or above. Proven ability to lead internal teams in accomplishing institutional and state-mandated deadlines and outcomes.

PREFERRED QUALIFICATIONS: Experience with deferred maintenance planning and capital project oversight. Demonstrated experience working with state purchasing regulations, contracts, and procurement compliance. Experience working with State Auditors and managing institutional audits. A Certified Public Accountant (CPA) designation is strongly preferred. Experience in financial aid administration and/or student accounts in a higher education setting. Experience presenting financial information to governing boards, legislative bodies, and other external stakeholders. Familiarity with West Virginia public higher education policies, HEPC reporting requirements, and state fiscal processes.

BSU welcomes all qualified candidates to apply. For more information about the University, please visit www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU 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).

Please **do not** include photographs or any personal information (e.g., D.O.B., place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED:

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, 10/02/2026. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

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