



Northwest LTC is accepting applications for the following college level position:

Chief Financial Officer

Northwest Louisiana Technical College seeks a dynamic and innovative Chief Financial Officer (CFO) with a unique combination of leadership skills and the ability to plan and direct financial services in a growing technical college. The CFO will supervise budgetary planning and all fiscal operations and information systems, financial services, procurement, facility planning, capital construction, auxiliary enterprises, compliance and public safety. Ensures fiscal accountability, efficiency and effectiveness of operations, and financial compliance with laws and regulations for the college.

Reporting to the Director and CEO of the College, the CFO plays a critical role in developing and implementing fiscal management and reporting strategies across the organization. The CFO will provide a breadth of expertise, supervision and guidance in the areas of accounting, financial reporting and analysis, audit oversight and management, internal control, and budgeting and forecasting.

Ongoing Duties and 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 Director and Executive Team on financial matters.
- Develops and maintains working relationships with 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 Director's Executive Team and as proxy for the Director when appointed in particular circumstances.

Qualifications and Experience to apply:

- Bachelor's degree required in Finance, Business Administration or other relevant field of study with five years senior level administrative and financial management experience in higher education, business, non-profit government affairs.
- Master's degree preferred;
- Certified Public Accountant (CPA) preferred;
- Preferred- knowledge of community or technical 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 or technical college environment.
- Prior successful experience working directly with both internal and external auditors, Boards of Supervisors, and state oversight agencies.
- In depth knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Governmental Auditing Standards (GAGAS).

- A supreme strategist who uses their knowledge of finance and investments to drive strategic business decisions;
- A dedicated leader/manager, ideally familiar with the complexities of a multidimensional academic institution; a strong professional presence, able to quickly instill a sense of confidence with numbers, consistency of reporting, transparency, financial accountability and ownership;
- A collaborative and team-oriented style combined with the ability and desire to achieve a high level of productivity and success; someone who can build consensus and affect change; must impart good judgement, enthusiasm and integrity, and motivate others in the same vein; with a temperament which conveys flexibility and responsiveness, while at the same time sustaining one's ability to be decisive and hold others fiscally accountable;
- Outstanding communication skills – articulate and persuasive verbally and in writing; able to speak to finance in simple and accurate terms; able to effectively relate to the Director/CEO, staff, and the College community in general;
- 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.

Please submit a resume, official transcript(s) and three letters of reference to:

**Northwest Louisiana Technical College
9500 Industrial Drive
Minden, LA 71055**

Attn: Human Resources

Or fax: 318-371-3325

Email: ambersaunders@nwltc.edu

Resumes and transcript(s) will be accepted **until position is filled**. All applicants are subject to a background check. For additional information, please call (318) 371-3035 x1221.

Northwest LTC does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admissions to it's programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Northwest LTC does not discriminate in its hiring or employment practices.