

# **RIVER PARISHES COMMUNITY COLLEGE**

Office of the Chancellor

## **POSITION DESCRIPTION**

Vice Chancellor of Administration and Finance

### **POSITION TITLE**

Vice Chancellor of Administration and Finance

### **APPOINTMENT**

Appointed by the Chancellor of the College

### **LINE AND STAFF RELATIONSHIPS**

Directly responsible to the Chancellor

### **GENERAL POSITION SUMMARY**

The Vice Chancellor of Administration and Finance serves as the Chief Financial Officer and is responsible for directing all fiscal matters of the College including financial planning, budgeting, financial reporting, accounting and controls and investment management. The Vice Chancellor is also responsible for providing supervision for sponsored programs, business operations, purchasing, human resources, information technology, student financials, property and receiving, grant and contract management, auxiliary enterprises and facility management.

### **PRINCIPAL DUTIES, RESPONSIBILITIES AND AUTHORITY**

Responsible for oversight of all sponsored projects/programs (grants and contract management)

Provide direction and leadership for financial functions reporting to the Chancellor.

Plan, direct, and control the budgeting process.

Participate in the formulation of campus-wide policy development

Ensure fiscal integrity of the institution.

Ensure compliance with College policies and procedures, local, state, federal regulations and accreditation requirements.

Provide support, consult, and convey financial and administrative information to the Chancellor and various governing bodies and committees.

Function as the campus liaison to the LCTCS Senior Vice President for Finance and Administration. Works collaboratively with the Chief Financial Officers within the system.

## **PRINCIPAL DUTIES, RESPONSIBILITIES AND AUTHORITY (con't)**

Establish and maintain sound relationships with financial institutions, including commercial and investment banking.

Attend, participate and assist in the coordination of college functions.

Perform other duties as directed by the Chancellor.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in finance, accounting or related field. Five years of senior level management experience, preferably in an institution of higher education. Knowledge of higher education accounting and financial reporting. Ability to work with a wide range of constituencies, including students, faculty, administrators, and public officials; ability to communicate effectively orally and in writing.

Desired: CPA and Master's degree with experience in a college/university office. Supervisory experience in an administrative office environment. Residence in the parishes served by the college.

**RECOMMENDED SALARY RANGE:                    \$80,000 - \$110,000**

**If interested in this position, please apply at the following link:**

**[https://www.ziprecruiter.com/c/River-Parishes-Community-College/Job/Vice-Chancellor-of-Administration-and-Finance/-in-Gonzales,LA?jobid=6e27bab3-67bf61de&same\\_org\\_id=1&widgetlink=1](https://www.ziprecruiter.com/c/River-Parishes-Community-College/Job/Vice-Chancellor-of-Administration-and-Finance/-in-Gonzales,LA?jobid=6e27bab3-67bf61de&same_org_id=1&widgetlink=1)**

**Revised 11/07/13**