

East Arkansas Community College

Vice President for Finance/Chief Financial Officer

The Vice President for Finance reports to the President and is a member of College's leadership team. The Vice President for Finance serves as the chief financial officer with administrative accountability, leadership, and management responsibility for all aspects of the College's business, financial and accounting services, information technology, business support services, including but not limited to Business Office, Information Technology, Purchasing, Post Office, and Bookstore. The Vice President for Finance is responsible for all budget development, financial forecasting, audit, and management activities including state and federal reporting, where appropriate.

Essential functions:

1. Supervise all assigned areas including, but not limited to: purchasing, auxiliary enterprises, personnel and fringe benefits, fiscal accounting, payroll, investments, administration of the College insurance portfolio (i.e., building and contents, general liability, health, dental, workers' compensation, legal liability, vehicle, etc.), annual inventory, telephone system, and mail service.
2. Directly administer the development and implementation of the annual budget, biennial appropriation request, and the personnel services biennial request including appropriate analysis of issues affecting revenue and/or expenditures, preparation of long-range budget forecasts, administration of budget process, and recommend budget amendments as necessary through the course of each fiscal year.
3. Oversee the development and preparation of all monthly and annual financial reports for the President of the College, Board of Trustees, and other reports, as required. Present and discuss monthly financial statements at board meetings as designated by the President.
4. Submit required reports to federal, state, and district authorities that reflect the fiscal conditions of the College.
5. Receive, coordinate, and monitor the disbursement of funds and area budgets.
6. Endorse, as required, college checks, payrolls, financial statements, and fiscal reports and monitor investments.
7. Represent the College in dealings with external auditors, appropriate Arkansas Division of Higher Education officials, State Building Services, Office of Personnel Management, and State Department of Finance and Administration.
8. Maintain an internal control system to ensure the financial transactions are based upon established procedures as required by the United States government, the State of Arkansas, state auditors, and College policies and procedures.
9. Supervise the department of computer services and make recommendations regarding technology needs. Supervise the purchasing of technology.
10. Assist in the planning of new facilities and equipment and in the formulation of College policies.
11. Supervise and evaluate supervisees and recommend hires and terminations to the President.
12. Ensure board policies are followed by assigned personnel.
13. Annually enter required information into the Higher Learning Commission institutional update system.

14. Lead the development of annual changes to the schedule of tuition and fees; develop and present annual recommendation to the President.
15. Oversee the preparation of Requests for Proposals (RFPs) and Requests for Qualifications (RFQ) in accordance with college policy and state law.
16. Administer purchasing policies and review, negotiate, and/or monitor execution of contracts, and recommend changes as necessary.
17. Review, negotiate, and/or monitor College leases; develop and present recommendations for annual renewal of leases.
18. Coordinate and report finance and operations information to the office of State Finance, State Treasurer's Office, Arkansas Division of Higher Education, Legislative Audit, Joint Budget Committee, and Arkansas Division of Career Education, as information is requested by these agencies and boards.
19. Assist with supervising grants budgeting and monitoring of grant funds and assist with audits for grant-funded programs.
20. Assume other responsibilities as assigned by the President of the College.

Qualifications:

EDUCATION AND QUALIFICATIONS:

- Graduation from an accredited institution of higher learning with a Bachelor's Degree in Business or a business related field. (Master's preferred.)
- Minimum of five (5) years' experience in the supervision of fiscal operations, budget, and other budget related experiences. (7 years preferred.)
- A comparable amount of training, education or experience may be substituted for the above minimum qualifications

SKILLS & ABILITIES

- Computer Skills: General knowledge of computers and financial accounting software (experience with Jenzabar preferred).
- Certificates & Licenses: Bachelor's Degree, Accounting/Finance (CPA preferred).

OTHER REQUIREMENTS

- Must have 5 years of financial management experience (Higher Education or directly applicable other education or state government experience preferred.)

Please submit an EACC Application, which can be found at <https://www.eacc.edu/employment>, transcript(s), and resume with cover letter to the EACC Office of Human Resources, 1700 Newcastle Road, Forrest City AR, 72335 or via email at humanresources@eacc.edu. Review of applications will begin immediately and continue until the position is filled. East Arkansas Community College is an AA/EEO employer.