

East Arkansas Community College - Vice President for Finance/CFO

East Arkansas Community College is seeking nominations and applicants for the position of Vice President for Finance/CFO.

WHO WE ARE

East Arkansas Community College is an independent comprehensive community college primarily serving six counties in Eastern Arkansas. The College's main campus is located in Forrest City on Interstate 40, within easy driving distance of Little Rock and Jonesboro, Arkansas, and Memphis, Tennessee, providing residents with the comforts of small-town life combined with easy access to the amenities of larger metropolitan areas. EACC is governed by a nine-member Board of Trustees; day-to-day operations are the responsibility of the President and her administration.

The College embraces change and opportunity and was praised in its 2019 HLC reaffirmation of accreditation as having an "unparalleled commitment to student success." We seek employees who embrace this commitment as well as our "stronger together" campus culture.

The challenges faced by EACC are typical of community colleges in Arkansas, and include serving underrepresented, under-resourced, and underprepared students. Everything we do is done in service of these learners and the causes and issues that are important to them.

EACC provides education and training to the future taxpayers of this state, and as a result, the College is very conscious of how we utilize fiscal resources. Our finances are strong due to our conservative spending practices and our ability to attract and manage funding sources.

If you want to make a difference, guide change, inspire people, and navigate challenges to achieve a greater good, EACC is the place for you.

POSITION DESCRIPTION

Under direction of the President, the Vice President for Finance/CFO 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, physical plant, human resources, and business support services. The Vice President for Finance is responsible for all budget development, financial forecasting, audit, and management activities including state and federal reporting, where appropriate.

The Vice President for Finance/CFO is responsible for:

1. Supervise all assigned areas including, but not limited to: purchasing, fiscal accounting, payroll, investments, administration of the College insurance portfolio (i.e., building and contents, general liability, legal liability, vehicle, etc.), annual inventory, telephone system, physical plant, human resources, 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. Oversee the collection of student accounts.
8. 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.
9. 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.
10. Lead in the planning of 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 adequate in governing the supervised areas of the institution.
13. 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.

QUALIFICATIONS, SKILLS, AND ABILITIES

- Graduation from an accredited institution of higher learning with a Bachelor's Degree

in Business, Accounting, or a business related field. (Master's preferred.)

- Certificates & Licenses: Bachelor's Degree, Accounting/Finance (CPA preferred).
- Minimum of five (5) years' experience in the supervision of fiscal operations, budget, and other budget related experiences.
- Computer Skills: Knowledge financial accounting software.
- A commitment to community support and development.
- Knowledge of education policies and issues, is beneficial.
- Commitment to responsiveness to others in a timely manner, and to the principles of customer service as they relate to students.
- Ability to manage a diverse workforce and contribute to employee satisfaction.
- Note: Other relevant education and experience may be substituted if applicable to the role, scope, and functions of the position.

WHAT WE OFFER

A generous benefits package with 100% health and dental insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. EACC offers a choice of 3 retirement plans: VALIC (employee contribution 6%; EACC contribution 14%); Arkansas Public Employees Retirement (employee contribution 5%; EACC contribution 15.32%); TIAA CREF (employee contribution 6%; EACC contribution 14%). New hires who have at least 5 years in the Arkansas Teacher Retirement System may continue with this current plan (employee contribution 6.75%; EACC contribution 14.75%).

Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 8 hours per month to 15 hours per month depending on years of service.

The opportunity to contribute to a fun, student-centric organization and to engage in meaningful work in service of others alongside other good people.

For more information on benefit plans, please visit www.eacc.edu/employment.

EXPECTED SALARY RANGE

Salary will be highly dependent upon experience and qualifications. Although the salary range is expected to be between \$88,000 - \$107,000, exceptionally well qualified candidates such as those currently serving as a CFO for a similar institution may achieve a higher salary offer. A candidate who is new to the CFO/VP role will fall on the entry level end of the salary range.

All interested candidates are encouraged to apply. EACC strives to attract a large and diverse pool of applicants. Those desiring to make a confidential preliminary inquiry about the position may contact Dr. Cathie Cline, President, East Arkansas Community College, ccline@eacc.edu.

References and current employer will not be contacted without prior notice to the applicant.

Candidates who wish to apply should submit an EACC application, cover letter, resume' or curriculum vitae, and transcript(s) to the EACC Office of Human Resources, 1700 Newcastle Road, Forrest City AR 72335. The application may be found at www.eacc.edu/employment and documentation may also be submitted via email to humanresources@eacc.edu . Review of applications will begin immediately and continue until the position is filled.

EACC is an AA/EO employer.

START DATE

Start date is negotiable.

WORK HOURS

During the regular academic year (fall and spring semesters), EACC offers full-time staff four work schedule options: (1) 8:00-4:30 Monday through Friday; (2) 7:30-5:00 Monday through Thursday and 8:00-12:00 noon on Friday; (3) 8:00-5:30 Monday through Thursday and 8:00-12:00 noon on Friday; or (4) 8:30-6:00 Monday through Thursday and 8:00-12:00 noon on Friday. Some evenings and weekends may be required during peak registration times and for special events.