



Chief Financial Officer

Job Classification

Pay grade level:	21
Compensation:	\$111,876 - \$167,814, salary is commensurate with education and experience
Employee category:	Administration
Position Type:	Full-Time
FLSA status:	Exempt

Position Details

Job Code:	FF050ADMCF0
Department:	Financial Services
Division:	Financial & Facility Services
Reports to:	President
Positions Supervised:	Executive Administrative Assistant, Director of Facility Services, Chief of College Police, Controller, Director of Bookstore, and Central Scheduling Supervisor
Location:	Primarily Main Campus, but any location assigned by the appropriate administrator

Job Purpose

This individual serves as the Chief Financial Officer (CFO) of the college with responsibility of providing leadership and financial guidance that ensures the fiscal integrity of the institution. The CFO reports directly to the President, serves on the President's Cabinet, and represents the institution at local, state, and national meetings. The CFO is expected to drive a culture of accountability, consistency, and equity. This individual also oversees Facilities and College Police departments to ensure KCKCC maintains effective, efficient, and safe operations at all KCKCC locations. An entrepreneurial spirit is required for this position, along with a commitment to providing an elevated level of customer service. The CFO maintains the official fiscal records of the college, establishing internal controls to safeguard its assets. Additionally, the CFO provides long range planning, prepares official fiscal reports, develops, and manages the college budget, recommends, and creates sound financial policies and implementation procedures, and leads the development and management of the College budget.

Position Description

- Provide supervision of financial operations and department functions.
- Develop and maintain internal controls for all finance activities.
- Prepare and manage the College's budget and monitor activity through the year.
- Prepare the College's legal budget and submit to the county and state.
- Supervise solicitation of competitive bids from financial institutions for investment of the College's idle and reserve funds.
- Review and report to the Board of Trustees' Finance Committee on the financial condition of the Kansas Municipal Investment Pool.

- Provide administrative leadership while working with Bond Counsel and Financial Advisor to coordinate activities relating to issuance of long-term debt obligations to finance major construction projects.
- Prepare and file annual disclosures on long-term debt as required by Securities and Exchange Commission.
- Conduct financial analysis to ensure accuracy of financial records of the college.
- Direct preparation of all official financial reports for the college.
- Coordinate completion of audit schedules and timing of the college's external audits.
- Coordinate completion of annual financial reports (the audits) in accordance with GASB (Governmental Accounting Standards Board) and accounting standards accepted in the United States of America for review by external auditors.
- Manage the preparation of accurate and timely reconciliations for all college bank accounts.
- Oversee and provide direction of College Facilities, which includes Maintenance, Custodial and Grounds departments.
- Oversee and provide direction of College Police department.
- Serve as an integral member of President's Cabinet.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Strong organizational skills, outstanding interpersonal, written, and verbal communication skills.
- Ability to create and promote a welcoming environment for students, staff, faculty and community members from diverse backgrounds and cultures.
- Demonstrated success with creation and/or implementation of Master Facilities Management Plan and Risk Management Plan.
- Demonstrated success in data analysis and experience with metric-informed strategic planning.
- Thorough understanding and experiences addressing practices regarding inclusivity, diversity, and equity.
- Background demonstrating cross-collaboration with executive leadership teams and institution-wide colleagues.
- Knowledge of and commitment to the community college mission and purpose, teaching and learning, and student success.
- Depth of experience in MS Office Suite and integrated financial information systems.
- Working knowledge of current trends and best practices related to budgeting and forecasting.
- Demonstrated record of successfully leading strategic initiatives for advancing fiscal responsibility and integrity.

Position Qualifications and/or Education

Minimum Qualifications and/or Education

- Master of Business Administration degree with Finance or Accounting emphasis.
- Educational background must include graduate level study, which affords a thorough understanding of the accounting and business functions of a comprehensive community college.
- Five (5) years' experience as a successful financial manager.

Preferred Qualifications and/or Education

- Certified Public Accountant or equivalent.
- Ten years' experience as a successful financial manager.
- Five (5) years CFO and/or Assistant CFO or equivalent experience in a higher education setting, Community College.
- Experience working with Ellucian or equivalent system

- Experience supervising Facilities and College Police departments.

Physical Requirements

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk, and sit. While performing the duties of this job, the employee may occasionally push or lift items.

Work Schedule

Must be able to work a variable schedule/hour to meet operational needs. May require evening and weekend hours.

*****This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.**

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