



ALLEN COMMUNITY COLLEGE
IOLA, KANSAS
ANNOUNCEMENT OF VACANCY

POSITION: **VICE PRESIDENT FOR FINANCE AND OPERATIONS (CFO)**

RESPONSIBILITIES: The Vice President for Finance and Operations is the Chief Financial Officer responsible for all financial and business services of the College. This position reports to the President and leads and coordinates responsibilities within the Finance and College Operations Division to include Financial Services, Accounting, Payroll, Procurement, Facilities, Risk Management, Campus Safety and Security, Information Technology Services and Auxiliary Services.

[Position Description](#)

QUALIFICATIONS:

Required Knowledge Skills and Abilities

- Master's degree in an appropriate discipline (such as finance, business, public administration) Master's preferred or equivalent education and experience.
- Demonstrated senior management experience involving fiscal accountability, facilities and auxiliary services.
- Demonstrated ability to successfully lead and develop staff.
- Experience working collaboratively with diverse groups.
- Excellent interpersonal communication skills and the ability to think creatively, strategically, and proactively.
- Demonstrated ability to sustain good relationships with professional colleagues.
- Experience with capital projects and facilities management.
- Knowledge of generally accepted accounting principles and practices for internal controls.
- General understanding of Information Technology Security practices.
- Knowledge of and experience in general operating principles and practices in higher education.
- Understanding of the community college system and its mission.
- Effective communication skills with a focus on transparency.
- Ability to translate technical and financial information with clarity and care to multiple constituencies.
- Demonstrated ability to work cooperatively and collaboratively with colleagues, subordinates, superiors and governing boards.
- Ability to solve problems diplomatically with challenging issues and people.
- Exceptional organizational and multi-tasking skills to include management of multiple complex tasks, priorities, deadlines and supervisory responsibilities.

LOCATION: Iola, Kansas campus location.

SALARY: Dependent on education and experience. An excellent benefits package is available.

STARTING DATE: Position is open until filled.

APPLICATION: Submit letter of interest, resume, completed employment application, unofficial transcripts, and contact information for five professional references. Review of applications will continue until the position is filled. Official transcripts are required at time of employment.

APPLY TO: Shellie Regehr
Human Resources
Allen Community College
1801 N Cottonwood
Iola, KS 66749
FAX: 620-365-7406
Email: hr@allenc.edu

Allen Community College provides quality higher education and workforce development through two distinct campuses and online learning to approximately 4,000 students each academic year. The Iola Campus, with residence halls and vibrant arts and athletics programs, offers the two-year college experience in a caring atmosphere. The Burlingame Campus, located south of Topeka, offers courses scheduled to accommodate dual credit secondary students, career-focused students, and traditional college students. Allen Online Learning serves students with individual online courses and fully online certificate and degree programs.

Allen Community College is committed to a policy of nondiscrimination on the basis of race, sex, color, national origin, religion, age, and disability in admissions, educational programs or activities, and employment; all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, the Title IX Regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and the Americans with Disability Act of 1990. Responsibility for coordination of compliance and receipt of inquiries has been delegated to the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, 620-365-5116, vpsa@allenc.edu.