



Vice President of Finance and Operations

JOB CLASSIFICATION

Pay grade level: 21

Compensation: \$119,842 – \$164,782. Compensation will be commensurate with education and experience.

Employee category: Staff

Department: Finance and Operations

Position Type: Full-Time

Reports to: President

FLSA status: Exempt

Job Code: PR113FTEVPFO

Location: Primarily Main Campus, but any other college location as assigned by the appropriate administrator

SUMMARY

This individual serves as the senior Finance and Operations Officer of the College, responsible for providing leadership and guidance that ensures the fiscal integrity and operational excellence of the institution. The Vice President of Finance and Operations (VPFO) will have a track record of evincing positive outcomes, reports directly to the President, serves on President's Cabinet, and represents the institution at local, state, and national meetings. The VPFO is expected to drive a culture of fiscal accountability, safety and security, facility and technological advancement, cultural inclusion, and personnel equity across the organization at all Kansas City Kansas Community College (KCKCC) locations. An entrepreneurial spirit and a strong internal drive are required for this position, along with a consistent commitment to enhance an elevated level of institutional excellence and customer service.

The VPFO will have a record of being a strong and supportive manager/leader, modeling a culture of accountability, accuracy, openness, and transparency. The VPFO serves as a strategic thought partner with the President and College leadership to continue the creation of a high-performing institution and will maintain an annual budget in excess of \$100 million that meets both current and future needs of the institution. The VPFO provides long-range planning, prepares official fiscal reports, manages the College's annual budget, recommends, and creates sound financial, facilities, personnel, technology, and college safety policies and implementation procedures. The VPFO oversees the following areas: Finance, College Police, Human Resources, Information Services and Facilities.

POSITION DESCRIPTION

- Provide visionary leadership and supervision, and maintain efficient operations of financial, facilities, safety and security, personnel and informational systems and departmental functions.
- Prepare and manage the College's annual budget in a collaborative manner, and monitor and report activity throughout the year.
- Prepare the College's legal budget and submit to appropriate county and state entities.
- Develop and maintain internal controls for all finance activities.
- Review and report to the Board of Trustees' Finance Committee and full Board on the financial condition of the College's operational and investment activities.
- Ensure solicitation of competitive bids when appropriate for College purchases and from financial institutions for investment of the College's idle and reserve funds.
- Work with College President and serve as institutional lead on new and modification construction projects and capital building facility improvement projects.
- 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.

- Review contracts and appropriate legal agreements and assist in coordinated review by the College attorney as needed.
- Ensure the accurate and timely reporting of local, state, and federal reports by the appropriate College departments overseen.
- Conduct financial analysis to ensure accuracy of financial records of the college and direct preparation of all official financial reports for the college.
- Coordinate completion of annual financial reports, audit schedules and timing of the College's external audits in accordance with GASB (Governmental Accounting Standards Board) and accounting standards.
- Manage the preparation of accurate and timely reconciliations for all College bank accounts.
- Provide collaborative leadership and supervision of College Facilities, which includes Maintenance, Custodial and Grounds departments, providing oversight and direction to reduce accidents and injuries, and meet and exceed all compliance and environmental requirements.
- Provide collaborative leadership and supervision of College Police department to maintain a high level of safety and security in all environments for students, employees, and guests.
- Provide collaborative leadership and supervision of College Human Resources department to create happy and healthy work/educational environments for all employees and students.
- Provide collaborative leadership and supervision of College Informational Services department to maintain a high-level of digital safety and security, while exploring and instituting current and cutting-edge hardware and software to maximize the learning and work environments.
- Oversee and manage the College's Risk Management policies and procedures.
- Monitor legislative activity, analyze potential impact of legislation, and advise President and administrative staff as appropriate for planning purposes.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated sound, collaborative leadership skills to support and provide guidance for personnel in multiple departments.
- Demonstrated working knowledge of current trends and best practices related to budget creation, management, and forecasting.
- Demonstrated record of successfully leading strategic initiatives to advance fiscal responsibility and integrity, personnel and technological advancements, college safety, and facility utilization and enhancement.
- Experience working with and/or leading facility maintenance and capital projects, College public safety departments, human resources departments and informational services departments.
- Demonstrated success in data analysis and experience with metric-informed strategic planning.
- Demonstrated success with creation and/or implementation of Master Facilities Management Plan and Risk Management Plan.
- Demonstrated ability to work effectively and collaboratively in a fast-paced, growth and excellence-oriented, student-centric environment.
- Strong organizational skills and outstanding interpersonal, written, and verbal communication skills.
- Ability to create and promote a welcoming environment for all College stakeholders, from diverse backgrounds and cultures.
- 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 Microsoft Office Suite and integrated financial information systems.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

- Ten (10) years' experience as a successful financial manager.
- Five (5) years as Chief Financial Officer (CFO) and/or Assistant CFO or equivalent experience in a higher education setting, Community College.
- Certified Public Accountant or equivalent.
- Experience working with Ellucian or equivalent system.
- Experience supervising Facilities and College Police departments.

WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk, sit, and occasionally push or lift items. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK SCHEDULE

40 hours per week, during regular hours of Monday – Friday 8:00 am – 4:30 pm. 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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