

## POSITION ANNOUNCEMENT

Job Title: **Vice President for Finance and Business Operations**  
Department: Finance and Operations  
Reports To: President  
Salary: \$140,000 - \$150,000 annually (salary commensurate with experience)

### SUMMARY

This position is an executive professional management position that serves as a senior official reporting to the President in directing and providing oversight for the management of University financial, business, and administrative operations. The VPFBO is responsible for an array of operational divisions encompassing the Business Office, Human Resources, Facilities Management, and Student Financial Services. Works closely with internal and external constituencies to enhance the finance and business process of the institution. Participates as a member of the President's Leadership Team and Cabinet.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides leadership and oversight for the development and implementation of university policies regarding administrative and financial matters to include accounting/budgeting, endowment management, debt management, auxiliary enterprises, human resources management, facilities management, and purchasing.
2. Provides oversight and direction while working in concert with Legal Counsel concerning bonding issues, construction of facilities on the University campus, and other legal matters affecting the University.
3. Performs follow-up reviews with functional operational units within Finance and Operations to determine whether corrective actions to audit recommendations are implemented.
4. Develops short and long-term financial plans required to meet institutional objectives. Prepares enrollment, revenue, and budget projections. Analyzes net tuition revenue and enrollment costs.
5. Develops, guides, and manages the development of annual operating budgets, monitoring of expenditures, and allocation of resources for the University.
6. Provides financial planning and analysis to support decision-making. Ensures compliance with all financial and business regulations.
7. Develops and implements tuition discounting strategies using merit scholarships and other forms of institutional aid.
8. Develops policy and procedures on all matters relating to functional areas of responsibility. Presents proposals for new policies, or for substantial changes of existing policies.
9. Works with legal counsel to oversee certain legal activities: letters of agreement, contracts, leases and other legal documents and arrangements. Assists in the development, negotiation, execution, and monitoring of vendor and various service contracts.
10. Oversees the work of direct reports across areas of finance and business operations to meet finance and administration responsibilities, and provides professional development opportunities whenever possible.
11. Collaborates with other senior leaders to develop and implement strategic plans.
12. Serves as a member of the President's Senior Leadership Team advising on finance and business matters that impact the University and external agencies.
13. Serves on University committees as required including Trustee Committee on Operational Effectiveness and Financial Health Finance and Operations, and Subcommittees on Audit and Investments.
14. Other duties as assigned.

**QUALIFICATIONS:** The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE:** Must possess a Master's of Business Administration (MBA) in finance or equivalent degree from an accredited academic institution. Proven experience working as a Certified Public Accountant (CPA) and/or Controller preferred. Ten plus years in-depth experience in traditional finance work, accounting, auditing or other financial aspects of a business is essential. Experience managing budgets and financial planning analysis and overseeing accounting and financial reporting. Experience working with processes related to financial aid, student accounts, facilities, and human resources a plus. Experience in higher education highly preferred. Strong analytical, problem-solving, leadership and management skills. Excellent communication and interpersonal skills. Knowledge of Windows-based computer programs including word processing, spreadsheets, databases and electronic communication software package is required.

**TO APPLY:**

**Current employees:** Complete the internal application on **MY Portal >Employee Resources>Human Resources**

**External candidates:**

- 1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**
- 2) Email and attach a **letter of intent** and **resume/CV** to **hr@madonna.edu**

**MADONNA UNIVERSITY:** A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.