



**Position Title:** Vice President of Finance, CFO  
**Reports To:** President  
**Department:** Finance  
**Classification:** Full-time, Salary Exempt, 12 months, Benefits Eligible

## **POSITION OVERVIEW**

An innovative and strategic leader to serve as the VP of Finance, Chief Financial Officer responsible for the administration and management of all financial areas including financial aid for the College. Must demonstrate high integrity and a full understanding of the goals and objectives of a Liberal Arts education and mission of a HBCU.

## **DUTIES & RESPONSIBILITIES**

- Actively participates as a member of the President's Executive Leadership Team and assists the President and other senior leaders in achieving priority institutional goals and strategies identified in the college's strategic plan
- Advise the President about financial and insurance matters and other matters as assigned
- Analyze operational issues affecting particular organizational units and/or the entire college, and determine their financial impact
- Assess and recommend appropriate changes in the departmental organizational structure, job content, and workflow to ensure the highest level of services to the college community
- Continuously seek input and feedback from the Board of Trustees, administration, faculty, and staff with an emphasis on service
- Ensures the finance office procedures and systems, maintains records to support all necessary accounting controls, reports, and services, and properly manages the custody of funds, investments, and other assets of the college
- Reconciles Title IV aid vs business office on a monthly basis. Prepares year end schedule for annual uniform guidance audit
- Evaluate and recommend appropriate policies and procedures to ensure the financial health of the college
- Monitors general economic, business, and financial conditions and their impact on the college's policies and operations
- Oversee the development and implementation of all budgeting, forecasting, audit, accounting, purchasing and insurance activities of the college, and prepare long-range financial planning models to assist with decision-making
- Develop the annual operating budget for the college and ensure all administrators with budgetary responsibilities are provided regular status reports; report any deviations or potential problems to the President and recommend corrective action
- Reviews all contracts from a financial perspective
- Prepare budgetary items for consideration for board approval
- Provide leadership for college-wide financial planning aligning budgets with the established institutional strategic goals, and assessing effectiveness of institutional resource distribution
- Serve as a resource to the President and Board of Trustees to ensure the college's overall financial

health and adequate internal controls

- Serve as the college contact for state and federal agencies, district functions and local agencies in matters pertaining to college business service matters
- Provide leadership and oversight for the daily operations of student accounts, accounts payable and general accounting areas within the finance office
- Prepares and provides monthly and year-end financial statements
- Monitors and controls the fiscal policies and procedures of the College, ensuring compliance with generally accepted accounting principles (GAAP), the IRS and any other applicable regulations. Protects assets by establishing, reviewing, and enforcing internal controls
- Oversees and manages daily cash activity. Acts as the College's liaison with the bank for day-to-day treasury operations
- Apply for all funding sources that may be presented to the College (excluding grants and UNCF)
- Ensure the College's debt compliance obligations are met on a quarterly basis
- Prepare and calculate the College's endowment draw; submit request to endowment trustees
- Acts as credit card administrator behind Executive Director of Finance and Bank Mobile administrator
- Plans, coordinates, and acts as primary contact for the annual financial audit and the Uniform Guidance audit of federal funds
- Manages the financial component for all federal grants and federal loan funds including monitoring and reviewing of expenses, governmental reporting, and timely drawdowns of funds (Title IV)
- Provides support and financial information in response to needs of various constituencies including departmental chairs, senior management, and Board

## MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited college or university
- MBA and/or CPA preferred
- Proficiency in Great Plains software required
- 15+ years of progressive accounting, finance, and management experience
- Must be proficient in MS Office

## WORKING CONDITIONS/PHYSICAL DEMANDS

Work is normally performed in a typical interior/office environment, which requires business professional attire. While performing the above job duties, the employee may be required to sit or stand for long periods of time. The employee, frequently, is required to walk, stand, reach and lift (20) pounds. The employee is required to travel within the area, as well as overnight travel on occasion, which may require air travel.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu)  
Please put the job title in the subject line.

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

**Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.**

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Solicitation or Phone Calls Please**