

Warren Wilson College

Position Description

POSITION: Vice President for Administration and Finance

DEPARTMENT: Administration and Finance

REPORTS TO: President

POSITION SUMMARY:

The Vice President for Administration and Finance (VPAF) serves as chief financial officer and reports directly to the president. In consultation with the president, the VPAF oversees accounting, financial planning, banking relationships, legal issues, financial aid, insurance, facilities, information technology, public safety, print shop, student services, purchasing, dining services, the bookstore, human resources, and summer conferences. The VPAF also assists the Board of Trustees and the president with issues such as bond indebtedness and investments.

SPECIFIC RESPONSIBILITIES:

1. Directs and manages the assets of the college, including overseeing both its physical operations and financial assets. Oversees the management of new construction, renovation, and non-routine maintenance.
2. Produces financial, expense and budgeting reports; arranges for the preparation of the audited financial reports by external auditors; and reports to the administrative leadership of the college and the Board.
3. Serves as a member of the President's Advisory Council in planning, discussing and deciding issues related to the overall planning and management of the college.
4. Oversees the management of Information Technology supporting mainframe computing, other administrative computing, and faculty and teaching equipment and technology.
5. Oversees Risk Management and Insurance(s), including health, life, dental, and property.
6. Manages bond indebtedness and banking and auditing relationships. Oversees endowment investments as prescribed by the Investment Committee of the Board.
7. Guides the process of budgeting and provides relevant information to operating divisions and the president.
8. Maintains oversight of legal issues and public safety.
9. Serves as the staff officer to the Board's Business and Finance Committee and Investment Committee.
10. Serves on several college committees, such as Buildings and Grounds, Long Range Land Use Planning, and others as assigned.
11. Develops and maintains systems of internal controls to safeguard financial assets of the college.
12. Oversees student financial aid programs which include Title IV funds and federal reporting procedures.

13. Serves as designated Civil Rights compliance officer.
14. Has other duties as required and as assigned by the president.

WORKING CONDITIONS:

1. Office environment primarily, but with frequent visits to construction and non-routine maintenance sites.
2. Some evening and weekend work.
3. Some overnight travel.

QUALIFICATIONS:

1. Undergraduate degree in business, finance, or related field.
2. Strong record of accomplishments related to the position summary above.
3. Outstanding written and oral communication skills.
4. Collaborative leadership style that includes strong team-building skills.
5. Commitment to the mission of the college.

The following qualifications are desirable:

6. Graduate degree in a related field (such as an MBA).
7. Experience working in academe.
8. CPA designation.
9. Experience in planning and overseeing capital projects.

VPAF
10/2/07