

Vice President for Finance and Administration

JOB TITLE: Vice President for Finance and Administration

DEPARTMENT: Business and Finance

SUPERVISOR: President

GENERAL JOB DESCRIPTION

The Vice President for Finance and Administration reports directly to the president and is a key member of the senior leadership team, working in close partnership with the team to plan and implement the University's overall strategic objectives. The Vice President for Finance and Administration is the chief financial officer of the University. She or he is responsible for leading professional, support, and student staff as the institution seeks to ensure current and future strength in its programs and financial position. The Vice President for Finance and Administration is a proven leader, strategic thinker, and seek pragmatic, creative solutions to challenges. The Vice President for Finance and Administration will join a University culture that is both highly collaborative and consensus driven and one in which the ability to forge strong working relationships and partnerships across divisions is particularly valued.

MAJOR DUTIES AND RESPONSIBILITIES

- The ability to function in a complex, high demand environment, managing multiple priorities simultaneously and accustomed to setting and achieving goals;
- Experience as a proven senior executive in a higher education, foundation, government or business organization of relevant size and complexity; evidence of vision, collaboration, as well as a service and entrepreneurial orientation in developing progressive business policies and practices;
- Ability to provide critical, conceptual and strategic thinking to important financial, academic and administrative issues across the university;
- Serves as the Assistant Secretary and Treasurer for the Board of Trustees;
- Successful experience managing a large-scale organization of staff that includes financial services and facilities professionals;
- Demonstrated success in developing financial strategies to support capital improvement projects and to fulfill institutional long-range planning goals;
- Experience developing administrative operating procedures;
- Ability to evaluate and to provide strategic advice on the impact of the introduction of new programs/strategies;
- Exceptional communication skills in the service of conveying the strategic goals and objectives of finance and administration programs;
- Expertise in budget development and implementation, familiarity with a wide variety of financing techniques, financial and ratio analysis, debt management and bond issuance as well as familiarity with business and finance operations;

- Familiarity with major construction, renovation and maintenance programs, understanding of facilities management, capital construction, real estate development, campus master planning, and business operations;
- Record of significant leadership and accomplishment in planning, managing and implementing major business and financial systems, human resources, and knowledge of trends in enterprise resource planning and management;
- Ability to lead effectively across divisions, using collaboration and persuasion to guide decision-making and influence critical operations; a proven team player, with the ability both to advocate and to partner with others; as well as skill as a negotiator and experience reviewing and realigning systems, policies and personnel;
- Ability to crystallize complex financial information and to effectively articulate the University's financial vision, strengths, goals, and requirements to a wide range of audiences, both internal and external;
- Understanding of the political, social and economic factors shaping the future of higher education, and the political skill to develop strong partnerships with other universities;
- Demonstrated ability to lead the division, across all areas so that there is role clarification, goals and processes, etc.;
- Demonstrated commitment to embracing and enhancing diversity, affirmative action, and equal opportunity;
- Genuine commitment to the mission and values of the University;
- And, above all, the highest standards for personal and professional excellence and unquestionable integrity;
- Performs additional tasks or duties as assigned by the President;

ADDED DUTIES AND RESPONSIBILITIES

- Provide leadership in strengthening internal communications with faculty and staff at all levels throughout the University; create and promote a positive and supportive work environment.
- Personal qualities of integrity, credibility, and unwavering commitment to Tiffin University's Guiding Principles
- Excellent verbal/written communication skills
- Serves as a member of the President's Administrative Cabinet

QUALIFICATIONS FOR THE JOB

Education:

Bachelor's degree required (Master's degree and/or CPA preferred)

Experience:

Appropriate professional experience in higher education in administration, and excellent analytical, strategic planning, communication, management, and human relations skills;

KEY COMPETENCIES

- Interdependence:* Fosters collaboration
- Communication:* Strong decision making and communication skills
- Accountability:* Formulates effective and progressive strategies aligned with University mission and values
- Respect:* Creates an engaging, collaborative work environment by bringing diverse people and ideas together.
- Entrepreneurship:* Visibly supports and works toward accomplishing overall institutional goals and objectives

PHYSICAL REQUIREMENTS

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Qualified applicants should forward a cover letter, resume along with references via email to tuemployment@tiffin.edu

We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests.





NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.